

Job Description

Name of Employee:

Job Title: Solicitor – Criminal Department

Reporting to: Supervisor / Managing Director

Supervising:

Job Purpose: Providing competent advice and services in the Criminal Law category.

Responsibilities

1. To undertake matters which you are competent to conduct having due regard to the policies and procedures defined in the Office Manual relating to your areas of work.
2. Arranging appointments and attending new, current and former clients and dealing with their queries including:
 - obtaining instructions and advising on course(s) of action, length and cost of case (as appropriate);
 - assessment of client's financial means and explanation of Public Funding or Private terms and conditions;
 - acceptance of cases received on the Police Station and Court rota's that the solicitor has membership of;
 - attending clients at Police Stations, Courts and/or Detention centres;
 - Reporting within 24-hours of outcomes or Police Station visits;
 - Preparing correspondence to client, court, solicitors counsel and other third-parties, including Statements, Notices, Applications, and other Legal Forms/Documents for production/preparation.
 - undertaking Magistrates Court advocacy
 - instructing counsel, experts, solicitor advocates or other third-parties, reviewing reports and continued liaison as required;
 - preparation of Defence Cases for trial
 - advising on appropriate plea;
 - arranging hearings and conferences;
 - obtaining and reviewing evidence and statements;
 - negotiation on clients behalf and, liaison with opponents, judges, etc. to obtain most preferable outcome for clients;
 - ensuring efficient day-to-day progress of all matters, prioritising work as necessary and keeping the client informed on progress.
3. To ensure that all work carried out meets or exceeds the requirements of the LSC's Unified Contract, the SQM Standard, the Lexcel Standard and the Solicitors' Code of Conduct.

4. To record all work carried out accurately and appropriately on the firm's computerised time recording system.
5. Commitment to FMW Law's policy of equal opportunity and the ability to work harmoniously with colleagues and clients of all cultures and backgrounds.

This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

Person Specification

Skills

- Analytical skills
- Written and oral communication skills
- IT skills

Knowledge

- Criminal Law / Prison Law (if applicable)

Experience

- Qualified Solicitor
- Higher Rights Advocate (Desirable)
- Duty Solicitor