**Junior Clerk**

**A Junior Clerk is required to join our busy clerking team of six full-time people. Reporting to the Senior Clerk through the Second Junior Clerk, the role encompasses all aspects of basic clerking duties in a barristers’ chambers, and includes:**

**Main duties:**

* Using the online diary system and case databases
* Dealing with clients by telephone
* Delivering papers to and collection from court
* Assisting the clerks in their duties when required
* Assisting in fixing appointments at court
* Filing Legal Aid certificate sheets
* Preparing tea and coffee for visitors and meetings
* Preparing meeting rooms
* Photocopying and compiling bundles for delivery to court
* Organising couriers
* Collecting and delivering post

Experience in a similar role is not essential. However, candidates with relevant experience gained in an office environment or the hospitality industry would be preferred.

**About you:**

You will need to have plenty of common sense, high energy, a willing and flexible attitude, the ability to cope under pressure and to prioritise tasks.

A good standard of written English and a confident telephone manner are also required for this post.

**Starting date**: immediately.

**Salary**: on application

**How to apply:**

Apply with a CV and short covering letter to Ian Boardman, Senior Clerk*,* Field Court Chambers, 5 Field Court, Gray’s Inn, London WC1R 5EF or email ian.boardman@fieldcourt.co.uk

**Field Court Chambers is an equal opportunities employer.**