

Job type Legal Secretary Family Department x 2.**Fulltime Permanent**

Salary: £ TBC - dependent upon experience.

Reference: PJ/ Full-Time Legal Secretary.

Gittins McDonald are currently looking to appoint two experienced Legal Secretaries to join our Family Team on a full-time basis at our offices at 27-29 Grosvenor Road, Wrexham LL11 1BT

Key responsibilities for this position will include but are not limited to:

- Full secretarial support.
- Client facing role – taking initial instructions from clients, signing paperwork etc.
- Communication with clients and other professionals to secure the desired objective.
- Audio/digital & copy typing.
- Professionally dealing with general enquiries from clients, solicitors and other third parties.
- Diary management and meeting/appointment organisation.
- General administration of documents, letters, timesheets through LEAP case management system.
- Perform other duties to ensuring the smooth running of the practice.
- Management of documents via HMCTS Portal.
- Submission of Legal Aid applications.
- Booking Counsel for hearings.
- Requesting client records from third parties such as GP, hospital etc.
- Carrying out ID checks, Smartsearch and other matters of compliance.
- Opening and closing files through LEAP case management system.

Experience:

Proven experience within a similar secretarial role is desirable (but training will be given).

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- GCSE or equivalent.
- Audio typing/use of digital dictation.
- Fast, accurate typing skills.
- Strong organisational skills and attention to detail.
- Ability to turn around documents at speed.

- Proficient in the use of LEAP or another Legal Case Management System, Bundledocs, Microsoft Word, Outlook, Excel.
- Effective communication skills.
- Ability to use own initiative and remain calm under pressure.
- Confident and professional telephone manner.
- Pro-active and "can do" attitude.

Performing other duties to ensuring the smooth running of the business.

Benefits

- Free Office Parking.
- 35 Hour week – Monday to Friday 9.00 a.m. to 5.00 p.m.
- 20 days paid holiday, with one extra day for each completed year working for the firm, up to a maximum of 5 additional days, including Bank Holidays, including Christmas closure.
- Workplace Pension.
- Medical Insurance.
- Death in Service.

If you feel you have the qualities that we are looking for in our established family firm, please send your CV to pj@gittins-mcdonald.co.uk and JW@gittins-mcdonald.co.uk

Legal Secretary role advertised: Family Department

Closing date: 13th July 2025

WE WOULD PREFER YOUR CV IN WORD FORMAT