

## Junior Clerk Vacancy

**1|GC Family Law** is a leading set of Family Law chambers. Following a period of expansion, during which time Chambers has grown to over 81 members including 11 silks, an additional post has been created in order to assist the Clerks' Room.

Remuneration: £18,000 pa plus benefits

### **Key Aim and Expectations:**

- Diary management
- General office duties
- Fixing Court hearings
- Obtaining court listings and informing solicitors
- Printing, copying and scanning documents
- Dealing with incoming papers/instructions/briefs
- Assisting the clerking teams
- Lodging documents at and accompanying members to Court

Applicants should have a minimum of 5 GCSEs (Grade C or above) including English and Maths together with a clear speaking voice and good personal presentation. Ideally you will have a minimum of a 1 years' experience working in a barristers' chambers

The successful applicant will need to be capable of working as part of a team and independently, be able to work under pressure and to a high standard of accuracy.

1|GC Family Law is an Equal Opportunities Employer. To apply please email your covering letter and CV to Harvinder Kaur, e-mail: [recruitment@1gc.com](mailto:recruitment@1gc.com)

Closing date for receipt of applications is 5pm on Thursday 5<sup>th</sup> July.