



CIVIL CLERK/TEAM LEADER

Salary to £37,000 according to experience

Doughty Street Chambers currently has a vacancy for an experienced clerk to join the Civil Clerking team which manages the work of 12 silks and 49 juniors who practice in a wide range of public and common law work and who are based in London, Manchester and Bristol.

Reporting to the Senior Civil Clerk, the post holder will have responsibility for clerking a team of between 15 and 20 civil practitioners and their duties will include diary and general practice management, the fixing of cases and the assessment, negotiation and billing of fees.

Suitable candidates will already be successful civil clerks with clear experience of day to day diary and practice management. A knowledge of civil legal aid would be desirable. Qualities required for this role include good communication skills with an ability to develop good relationships with members of chambers and with clients, an ability to work both independently and as part of a team, and being well organised and methodical with good personal time management skills.

The salary for this role is negotiable according to experience. An application form and job description can be found at our website: [www.doughtystreetchambers.co.uk /opportunities](http://www.doughtystreetchambers.co.uk/opportunities). We are unable to consider applications made by letter and CV

Enquiries should be addressed to Martin Griffiths, Practice Director, on 020 7400 9060 or m.griffiths@doughtystreet.co.uk

The closing date for receipt of all completed application forms is 12 noon on Monday 22nd March.

Chambers operates an Equal Opportunities Policy.

Doughty Street Chambers, 54 Doughty Street, London, WC1N 2LS

Tel: 0207 404 1313

Fax: 0207 404 2283/84