



CHAMBERS

Garden Court Chambers Ltd

Administration Assistant

Reporting to: Operations Manager

Based within: Services Team

Job Description

Duties:

1. Dealing with all post, scanning and court runs, namely:

- a) Sorting out all incoming post and DX in the morning (distributing post to relevant teams, putting post into pigeonholes), date stamping of all post and papers
- b) General maintenance of the pigeonhole room
- c) Taking post to the post office as needed

2. Assisting clerking teams with:

- a) Doing court runs for all clerking teams
- b) Scanning documents on to the system
- c) Producing bundles (copying and scanning) for tenants as needed (instructed by Reprographics Assistant)
- d) Delivering and collecting papers to/from other chambers and courts when necessary, including three daily lodging trips to the High Court.
- e) Obtaining papers from barristers' rooms
- f) Chasing/updating LA certificates
- g) Returning papers to the solicitors as per clerks' instructions
- h) Sorting out papers for archiving

3. Assisting Revenue Control Team with:

- a) Sorting and posting of paper fee notes.
- b) Returning briefs to solicitors
- c) General admin duties

4. Any other duties decided by the Operations Manager