

JOB PROFILE FOR LEGAL CLERK

Job Title: LEGAL CLERK	
Department/Program	PROGRAMS
Reports to:	PROGRAMME OFFICER STRATEGIC LITIGATION
Supervises:	
<p>JOB PURPOSE:</p> <p>his role's primary objective is to strengthen the overall efficiency, effectiveness and productivity of the strategic litigation and legal aid department. The job holder will maintain orderly records, handling administrative tasks, and ensuring the smooth progression of legal proceedings. Serving as a crucial communication centre, the Legal Clerk aids in the preparation of court cases and assumes a variety of responsibilities to accommodate the evolving needs of the legal team.</p> <p>RESPONSIBILITIES AND RESULT AREAS</p> <ol style="list-style-type: none"> 1. Drafting and Issuing Legal Documents: <ul style="list-style-type: none"> • Skilfully draft and issue court documents, pleadings, and other legal correspondence. • Ensure accuracy, adherence to legal standards, and timely submission. 2. Filing Preparation and Administrative Tasks: <ul style="list-style-type: none"> • Prepare legal documents for filing, demonstrating meticulous attention to detail. • Undertake various administrative tasks to facilitate smooth legal proceedings. 3. Communication Management: <ul style="list-style-type: none"> • Answer phones and respond to emails promptly and professionally. • Serve as a primary point of contact for communication with clients, opposing counsels, and other stakeholders. 4. Financial Administration: <ul style="list-style-type: none"> • Keep meticulous records of legal fees and other accounts. • Ensure accuracy in financial transactions and billing processes. 5. Calendar Management: <ul style="list-style-type: none"> • Schedule court dates, appointments, and other crucial legal events efficiently. • Coordinate with legal professionals to manage time-sensitive obligations. 6. Organizational Systems: <ul style="list-style-type: none"> • Maintain a well-organized filing system for legal documents. • Implement and uphold efficient record-keeping practices to enhance accessibility and retrieval. 	

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7. Client and Team Collaboration:

- Liaise effectively with clients, providing updates and addressing inquiries professionally.
- Collaborate seamlessly with other members of the legal team to support collective objectives.

8. Records Management and Database Maintenance:

- Keep accurate records and databases up to date.
- Ensure information integrity and accessibility for timely retrieval.

9. Legal Research and Document Summarization:

- Conduct thorough research on legal matters and summarize findings.
- Assist in preparing comprehensive documents crucial to the preparation of court cases.

10. Court Case Assistance:

- Provide invaluable support in the preparation of court cases.
- Collaborate with legal professionals to ensure all necessary documents are in order.

11. Adaptable Responsibilities:

- Undertake any other duties as required by the legal team, showcasing flexibility and a proactive approach.

QUALIFICATIONS:

- Minimum, a Diploma in Law from the Law Development Center.
- A certificate in legal studies, paralegal studies, or a related field might be considered.

SKILLS AND COMPETENCES;

- *Legal Knowledge:* Basic understanding of legal terminology and procedures. Familiarity with legal documents and court processes.
- *Computer Skills:* Proficiency in using office software, including word processing, spreadsheet, and presentation tools. Familiarity with legal research databases may be advantageous.
- *Communication Skills:* Strong verbal and written communication skills. Ability to interact professionally with clients, legal professionals, and other stakeholders.
- *Organizational Skills:* Excellent organizational skills to manage and maintain legal documents, records, and filing systems. Attention to detail in handling legal paperwork.
- *Research Skills:* Basic research skills to gather information on legal matters. Ability to summarize and present research findings.

JOB PROFILE FOR LEGAL CLERK

- *Time Management.* Effective time management skills to handle multiple tasks and meet deadlines.
- *Interpersonal Skills.* Ability to work collaboratively within a legal team. Professional and respectful behavior when dealing with clients and colleagues.
- *Adaptability.* Ability to adapt to changing priorities and tasks as needed by the legal team.
- *Confidentiality.* Understanding and commitment to maintaining confidentiality in all legal matters.