

## Residential Property Lawyer

### JOB DESCRIPTION

<b>Name</b>	<b>Candidate</b>
<b>Department</b>	<b>Residential Conveyancing</b>
<b>Responsible to</b>	<b>Head of Department</b>
<b>Date</b>	
<b>Role</b>	<ul style="list-style-type: none"><li>• To undertake fee-earning work in the firm's residential conveyancing department based at Midsomer Norton and provide a profitable contribution to the work of the department by achieving the annual target agreed with the firm</li><li>• To ensure the successful development of the firm in line with the departmental business plan</li></ul>
<b>Main Duties</b>	<ul style="list-style-type: none"><li>• Conduct matters in the following areas on behalf of clients in a timely and cost effective manner;<ul style="list-style-type: none"><li>• Sales and purchases of land – both registered and unregistered and both freehold and leasehold</li><li>• Remortgages</li><li>• Easements</li><li>• Plot Sales</li><li>• Deeds of Gift</li><li>• Transfers of Equity</li><li>• Sales of Part</li></ul></li><li>• To use the correct office procedures and systems as set out in the firm's office manual</li><li>• Participation in the firm's marketing activities where appropriate</li><li>• Maximisation of the firm's potential to cross-sell legal services by identifying appropriate opportunities</li><li>• Maintain training and knowledge levels through attendance at training events, both in-house and external</li></ul>

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### PERSON SPECIFICATION

Name	<i>Candidate</i>
Date	
<b>Required/ Desired Competencies</b>	<ul style="list-style-type: none"><li>• A good working knowledge of word processing</li><li>• At least 2 - 5 years experience of domestic conveyancing</li><li>• The ability to carry out the usual administrative support required such as filing</li><li>• A broad working knowledge and command of IT services</li><li>• A good telephone manner and the ability to deal with client enquiries effectively and efficiently.</li><li>• The ability to encourage and work in a team environment</li><li>• Good verbal and written communications skills to liaise with staff and key contacts at all levels</li><li>• Good working knowledge of the business of the practice across all areas</li><li>• Influencing and negotiation skills – the possession of sound interpersonal skills and strategies</li><li>• The ability to assess and analyse information quickly and apply conclusions in order to solve problems</li><li>• Self-motivation skills with the ability to handle multiple work strands simultaneously</li><li>• Sound organisation and prioritisation skills</li><li>• Sound decision-making skills</li></ul>