

JOB DESCRIPTION

Job Title:	Litigation Assistant – Foreign Jurisdiction
Reporting to:	Unit Manager
Supervisory Responsibility:	None

Job Purpose:

- Manage a caseload of predominantly foreign jurisdiction cases with some PI fast track cases.
- Assist other members of the team as required, including specific tasks such as calculating special damages, advocacy before District Judges, attending on clients, witnesses, undertaking legal research, attending court, etc. This list is not exhaustive and is given by way of example.

This job is self-sufficient. The job holder will produce all his/her own work and will have little if any assistance from administrative and secretarial staff. Proficiency in using the equipment provided and operating Thompsons Case Management System to a high standard is required.

The job holder should have either some foreign jurisdiction background/experience or a good theoretical understanding of legal issues with an ability to conduct cases from beginning to end and as such training will be given on foreign jurisdiction issues.

The ability to communicate clearly and effectively is essential.

A high level of supervision is required, although the job requires an ability to make decisions involving the exercise of some judgement.