



Fee Earner vacancy – Criminal Department

JNP Legal is a forward thinking High Street legal practice with three offices; our main office is located within the borough of Merthyr Tydfil and our branch offices in Nelson, Caerphilly County and Llanishen, Cardiff.

We employ around 54 members of staff. The firm recognises that the quality of its service to clients depends directly on its directors and staff and strives to provide the sort of working environment that will enable you to do your best in all your duties for the firm. JNP Legal actively encourage staff development and wishes to be an employer of choice for top quality legal advisors and support staff.

The services we provide are mainly procured by individual clients and small companies within the locality. Our mission is to provide quality legal services at a price people can afford, ensuring access to justice for all. Our clients are people and small businesses throughout South Wales who are in need of a broad range of legal services. They require solicitors who are accessible and able to provide expert advice on their legal matters affordably.

The role

As a fee earner within the busy Criminal department of JNP Legal you will be responsible for the running of case files within the team. You will report to the head of the criminal department. The role location is Merthyr Tydfil, however travel between police stations, courts and our Nelson and Llanishen office's is to be expected. The role is full time Monday to Friday, 9am to 5 pm with on call duty solicitor rota.

The key tasks associated with the role are as follows:

1. Main purposes of role:

- You will be responsible for assisting the running of case files in the criminal department, dealing with clients and taking instructions upon matters;
- Arranging opening of files and management of files, from obtaining funding and applying for legal aid where appropriate to instructions to counsel to trial;
- Attendance and representation at the police station and you will be part of the on-call police station;
- Instructing counsel and advising clients on the law, conduct of cases and likely outcome;
- Administration of files within the department including opening, processing, risk management, billing and closing of files;
- The secretarial staff will report to you. You will report to the solicitors within the criminal department;
- You will be responsible for ensuring that your legal knowledge is kept up to date. You will be required to undertake training and where relevant obtain qualifications in specific areas of law practiced by the firm and to comply with the Law Society's requirements in relation to continuing professional development and training;
- You will be required to obtain membership of specialist panels and organisations pertaining to the area of law in which you practice and comply with any ongoing requirements that may exist in relation to such membership;

2. Person Specification:

Essential

- Fee earning experience in Criminal Law
- Excellent communication skills (both written and verbal).
- Ability to work as part of a team and independently with excellent inter-personal skills.
- Reliability is essential.
- Honesty and integrity.

Desirable

- Police station accredited representative.

3. Remuneration

- Salary will be dependent on experience, but will be in-line with current market rates.
- Matched contribution pension scheme.
- Cycle to work scheme.
- Payroll deduction savings scheme