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ST JOHN STREET
CHAMBERS

JOB DESCRIPTION

OFFICE CLERK APPRENTICE

This document provides a description of the roles and responsibilities of the Office Clerk Apprentice role at 18 St John Street Chambers in line with the staff handbook and clerking protocols.

The Office Clerk Apprentice works as a member of the clerking and administration teams and reports to the Chambers Director or Chambers Manager in all matters.

This position is reviewed by the Chambers Director and the Chambers Manager.

The Office Clerk Apprentice position is divided into the assisting the Chambers Director, the Chambers Manager senior clerks, practice managers, clerks, fees team and front of house with day to day running of the clerks room, fees room and front of house including the following:

- assisting clerking teams with shredding, printing, filing, scanning and general administrative duties
- Sending out post and/or couriers in conjunction with the clerking teams and where possible shredding those documents that can be confidentially shredded;
- opening and distributing post to the relevant staff/member;
- taking books, briefs/papers and robes to court;
- assisting barrister members where necessary;
- delivering urgent documents to client premises and other chambers;
- handling and processing emails;
- answering phones, transferring calls and taking/emailing messages;
- responsible for consumables throughout chambers (paper, printers and cartridges etc.);
- working with clerking teams and checking court listings against chambers diary and case management systems to ensure accurate case listing information;
- provide support and cover for front of house as and when required;
- assist the Fee Collection Team with general filing and administrative support;
- IT troubleshooting assisting with problems with office computers, systems and peripherals.

As the role progresses additional opportunities will arise, such as:

- General clerking duties including, conflict checks, allocation of work, diary management, fee negotiating, data entry etc.
- proactively seeking work for the chambers by keeping in touch with solicitors and undertaking other marketing activities, such as holding seminars and hosting events;
- keeping chambers presentable across all areas of the building;
- attending marketing events to assist marketing and clerking teams;
- social media, maintain a responsible social media platform to support chambers;
- administrative assistance in promoting marketing events;

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- research and development;
- formatting and production of marketing materials such as emails, flyers and handouts; assist in the submission of Chambers social media literature, website and LinkedIn posts.

All under the direction and supervision of the Chambers Director, Chambers Manager, and Senior Clerks.

In addition to the duties outlined above, there will inevitably be other tasks that occasionally arise, where teamwork and co-operation are required and will be overseen by the Chambers Director and/or the Chambers Manager.