progeny
private law

Job Description

Job Title	Private Client Legal Assistant
Location	Leeds City Centre
Main Purpose of Job	To gain experience in Private Client Law with a view to qualifying as a Chartered Legal Executive (with the CILEx qualification to be paid for by Progeny Private Law)

Duties:

1.1 To work as a fee earner assisting senior fee earners within the team with all aspects of private client work.

1.2 To conduct a variety of tasks, including:

- liaising with clients;
- assisting with the drafting of Wills and letters of wishes;
- assisting with the drafting of Lasting Powers of Attorney;
- assisting with the drafting of trust documentation;
- assisting with the administration of probate files;
- assisting with the administration of deputyship files;
- assisting in preparing applications to the Court of Protection; and
- assisting with any other appropriate associated matters.

1.3 To do the above alongside preparing for, and successfully completing, the CILEX examinations;

1.4 We would expect your role to develop as you gain more experience.

Qualities and Skills:

1. A commitment to provide excellent service to clients;

2. Enthusiastic;

3. Strong communication skills (both written and verbal);

4. Good listening skills;

5. Attention to detail;

6. Strong time management skills;

7. Good organisational skills;

8. Strong work ethic; and

9. Strong critical thinking skills.