**JOB DESCRIPTION: ASSOCIATE**

Position: Associate

Reports to: Office Manager and Senior Manager

Competencies:

* Flexibility
* Commerciality
* Teamwork
* Communication (verbal)
* Communication (written)
* Analysis/intellect
* Initiative/problem-solving
* Ability to understand instructions
* Legal knowledge/legal research
* Time-management
* Strong work ethic

Tasks:

* Using a range of standard office programs, including email, spreadsheets and databases
* Entering data from exhibits and witness statements into Excel spreadsheets and Word documents
* Summarising exhibits and witness statements
* Applying the facts to the law in order to analyse the strength of the evidence
* Researching the law relating to specific offences or procedure
* Analysing data in Excel spreadsheets by way of creating pivot tables and pivot charts
* Drafting letters
* Transcribing audio files
* Working toward deadlines
* Preparing attendance notes in order to document work
* Managing work undertaken by interns
* Liaising with clients and dealing with any issues raised by them
* Developing and implementing better systems for organising, recording, filing and storing the business’s data and information
* Any other tasks that are delegated by your manager