



SINCE 1768
GEPP
SOLICITORS

Paralegal – Criminal Department Chelmsford Office – Full Time

Job Purpose:

We have an opportunity for a Paralegal to join our Criminal Department in the Chelmsford office. As a key member of the team, you will be required to assist with a challenging number of caseloads.

The successful candidate will have the opportunity to work within a small team with a reputation for providing excellent client care. The role is mostly office based in our modern office space. There may be some opportunity for home working after an initial probation period. The ideal candidate must have a keen interest in criminal law, together with excellent communication and IT skills.

As a leading law firm in Essex, Gepp Solicitors can trace its roots back to 1768 and is a well-known name in the area. With a rating of 4.8/5.0 on Review Solicitors and over 1,000 reviews to back this up, the firm is one with a great reputation.

Responsibilities and Duties:

- Assist solicitors with various cases ranging from police station, magistrates court and through to the crown court.
- Assist with drafting documents including proof of evidence, witness statements and letters to clients, as well as taking instructions in meetings with clients and witnesses.
- Making and receiving telephone calls which includes taking messages and gathering information.
- Assistance with the on-call rota which includes an out of hours commitment, this is separately remunerated and requires police station accreditation.

If the successful individual is not already police station accredited, we would offer full training to gain this accreditation. This is a stand-alone qualification which would be funded by the firm.

Personal Specification:

- Effective time management and organisational skills and the initiative to work independently, but also as part of a team.
- Excellent written and verbal communication skills with a demonstrated ability to building effective and trusting relations with people internally and externally to the firm.
- Proven high level organisational and time management skills with the ability to think ahead, prioritise workload, respond to and manage changing circumstances and work under pressure to meet deadlines.
- Flexible, adaptable and positive attitude to work.

We will consider candidates with experience in criminal law, and those who have not yet gained relevant experience but have a keen interest in this area of law.

Salary and Benefits:

- Competitive Salary

- Life Assurance (4 x annual salary)
- Income Protection
- Health cash plan, which includes discounted gym membership and many other offers
- Employee Assistance Programme
- Offsite free car parking
- 25 days holiday in addition to public holidays
- Monthly staff lottery

We are committed to recruiting individuals on merits of suitability for each role, based on qualifications and experience. All applications are treated fairly and equally regardless of sexual orientation, race, disability, religious beliefs and any other protected characteristic, ensuring that there are equal opportunities at all stages of the recruitment process.

Please submit your CV (maximum double sided) to Megan Johnson, HR Assistant.

E: recruitment@gepp.co.uk.