WE'RE HIRING

Solicitor

Criminal Department

Chelmsford **Full Time**



About Gepp Solicitors

At Gepp Solicitors, we combine trusted legal expertise with a modern, collaborative approach.

Based in Chelmsford, we provide legal services to individuals, families and businesses across Essex, London and beyond.

We are committed to building long-lasting relationships with our clients while creating a supportive, inclusive workplace where our people can thrive.

As part of our team, you'll join colleagues who value professionalism, collaboration and exceptional client service.

4.9/5.0 ReviewSolicitors
1,600+ verified client reviews

Career progression

Committed to our people

About the role

As a Solicitor in our Criminal Department, you'll manage a varied caseload while providing high-quality legal advice and representation to clients throughout the criminal justice process.

Working within a respected and supportive team, you'll advise clients at every stage of their case, from police station attendance through to court proceedings where appropriate.

Our Criminal Department acts exclusively for its own privately instructed clients and does not participate in the duty solicitor rota. Instead, we operate an out-of-hours rota for our own clients, allowing you to provide continuity of service while maintaining a healthier work/life balance than many traditional criminal defence roles.

We welcome applications from solicitors with all levels of experience who are looking to develop their career within a collaborative team committed to delivering outstanding client care.

Following the successful completion of your probationary period, this role offers hybrid working arrangements.

Key Responsibilities

- Managing a varied caseload of criminal matters from initial instruction through to conclusion
- Providing clear, practical legal advice to clients who have been arrested, charged or are under investigation
- Representing clients at police stations and safeguarding their legal rights during interviews
- Preparing legal documents, witness statements and case papers
- Advising clients on the strengths, risks and likely outcomes of their case
- Liaising with the police, Crown Prosecution Service, courts, barristers and other legal professionals
- Attending Magistrates' Court and Crown Court hearings where appropriate
- Conducting legal research and keeping up to date with developments in criminal law
- Maintaining accurate case records and ensuring compliance with legal and regulatory requirements
- Supporting the department's marketing activities, including networking and online content where appropriate
- Participating in the department's out-of-hours rota for existing clients

About you

You'll have:

- Experience in criminal law (applications welcomed from solicitors at all levels of PQE)
- Excellent written and verbal communication skills
- Strong organisational and time management abilities
- The ability to manage a busy caseload and prioritise competing deadlines
- Excellent client care and relationship-building skills
- Good IT skills and the ability to work efficiently with case management systems

You'll be:

- Professional, approachable and resilient
- Calm under pressure and confident making sound decisions
- Able to work independently while contributing positively as part of a team
- Adaptable, proactive and highly organised
- Dedicated to maintaining the highest standards of client care, professionalism, confidentiality and integrity



We are committed to recruiting individuals on merit and ensuring equal opportunities for all applicants regardless of sexual orientation, race, disability, religious beliefs or any other protected characteristic.

Why join us?

Our people are at the heart of our success, which is why we invest in competitive salaries, excellent benefits, wellbeing and career development.



- Competitive Salary
- Life Assurance & Income Protection
- Scottish Widows Pension Scheme
- Health Cash Plan & Wellbeing Offers
- Free Parking
- 25 Days Holiday + Bank Holidays
- Employee Assistance Programme
- Monthly Staff Lottery
- Enhanced family leave pay after 1 year's service.

Ready to apply?

We'd love to hear from you



Please submit your CV & covering note to:
recruitment@gepp.co.uk



Learn more:
geppsolicitors.co.uk/careers

GEPP SOLICITORS

Supporting clients. Developing careers.