

**Deputy Junior Clerks Team Leader**

Attractive remuneration package including excellent benefits

Our client is a leading set of Barristers’ Chambers specialising in civil law. They require a Deputy Junior Clerks Team Leader to join the Junior Clerking team to support the senior clerking team in Chambers. Previous experience of working in a clerk’s room is essential.

The successful candidate will be able to demonstrate, including through appropriate and relevant experience, that they can meet the following requirements:

* A good working knowledge of the court system, civil procedures and Inn Libraries.
* The ability to work in a busy and physically challenging environment.
* The ability to work efficiently in a team.
* The ability to prioritise and undertake a number of tasks.
* Commitment to quality service to clients, members of chambers and staff.
* Smart presentation and appearance.
* Commitment to equal opportunities.
* IT literate with a working knowledge of the Lex system.

**A full job description is available on request.**

*For all enquiries please contact:*

***ABC Chambers Solutions LLP - 0203 440 5876*** *1 Fetter Lane, London EC4A 1BR.*

*To apply for this role please e-mail a comprehensive CV and cover letter to:*

*recruitment@abcllp.com* *or contact one of the team for a confidential discussion.*

*All third party applications will be forwarded to ABC Chambers Solutions.*