

A DAY AT THE OFFICE

Life is never dull working in a legal office. Dealing with clients and following the progress of their cases can be very interesting. Working on a case and tracking it from beginning to end is very satisfying, especially if the outcome is in favour of your client.

There will be some routine to your day but perhaps also unexpected surprises. Most secretaries will start the day by checking the answerphone as there could be something really urgent to deal with. The next routine job will be to look at the post which should have been delivered to your desk at the start of the day. Mail workers are usually the first to arrive in the office to sort the post and deliver it ready for secretaries to deal with on their arrival.

Extra line space

Most secretaries work for more than one fee earner, so the post will also need to be separated between your fee earners. Once the post is opened, it needs to be sorted as follows:

- a) urgent
- b) routine
- c) not urgent
- d) circulars
- e) any law magazines etc.

Indented paragraph

You should have made a priority list the night before which may have to be adjusted in the light of urgent messages on the answerphone or correspondence received in the post.

Next check the 'tickler system' to see if you need to chase anyone for a reply to your letters as they may have exceeded the deadline set. Inconsistent spacing You may have left yourself a note in the 'tickler system' as a reminder to retrieve files ready for a case going to court, and this task will need to be added to your 'to do' list.

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Level 2 Certificate for Legal Secretaries / Level 2 Award in Proof-reading in the Legal Environment – Proof-reading Test Answer

Your diary should be checked early morning and **throughout** the day to remind yourself of **appointments**. Electronic diaries have overtaken the traditional paper diary with the advantage of setting reminders of appointments or meetings. Having **access** to your fee **earner's** diary will make booking **appointments** easier without the need to interrupt your boss.

Another daily routine task to be done is filing. This is the most disliked job in an **office** and should not be put off, allowing the **filing** to pile up. Having up to date files is very important in a legal office not only to have the **current** picture of how a case is developing, but also to avoid losing **evidence**, witness **statements** and **legal** documents.

As the day **progresses** you should be able to complete letters, articles, and amend many more legal documents still in **draft** form. **However**, days do not always go to plan and you may experience **interruptions** from colleagues.

Tasks which **are** not planned and may take up **quite** a part of the day include dealing with unexpected visitors, telephone calls from clients or colleagues **which** have to be dealt with immediately or your fee **earner's** calls are diverted to you when they are in **meetings** and you have to take accurate messages. Often an urgent job presents itself during the day and **once** more your 'to do' list needs to be prioritised.

At the end of the day, you should leave the office feeling you have achieved a good **day's** work and have prepared your **'to do'** list for the next day. You never know **what** tomorrow brings!

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