



## **Job Advert for 6<sup>th</sup> Junior Clerk**

1 Crown Office Row, Brighton currently require a full time Junior Clerk to assist the clerking team in chambers. We offer a competitive salary and performance-related bonus together with 20 days holiday allotment (plus Bank holidays). There will be a 6 months probation period. Salary will be £14,500 with a performance related bonus scheme and 20 days holiday and bank holidays.

We are looking for an efficient professional manner, the ability to work under pressure, demonstrate enthusiasm, commitment and have a forward-looking attitude. Candidates should be computer literate, have at least 5 GCSEs (grades A - C including Maths and English) and proven communication skills. Ideally candidates should have previous experience in a Barristers Chambers or another legal setting.

**Duties** include but are not limited to:

- Preparing and dispatching the DX and Post;
- Taking/collecting documents to/from Court;
- Printing, photocopying and scanning documents;
- Ensuring business machines are in good working order and ready for use;
- assisting with the secure collection of all confidential waste;
- participating in marketing events;
- undertaking any other tasks reasonably delegated by the Chambers Director and Senior Clerk

Chambers operates an Equality & Diversity Policy with applications welcome from any qualified candidate and will be judged on merit alone.

**To apply**, please email your CV and cover letter outlining your suitability for the position to Senior Clerk David Bingham ([david.bingham@1cor.com](mailto:david.bingham@1cor.com))

**Closing date** 29 January 2021

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Barristers are regulated by the Bar Standards Board