

DONOGHUE

SOLICITORS

Civil Litigation Assistant

We are recruiting a full-time civil litigation assistant to work in our Liverpool city-centre offices.

This exciting role involves working closely in a small team but primarily assisting Kevin Donoghue, our Solicitor Director, with his caseload which consists mostly of high-value, complex, civil actions against the police cases.

Under close supervision the Civil Litigation Assistant will be involved in all aspects of casework, from taking initial instructions, researching the law and procedure, obtaining medical and other evidence, preparing court documents and bundles, through to attending conferences with counsel and court.

The successful applicant will have an excellent academic record (at least good 'A' Level or equivalent standard) with strong written and verbal skills, and a positive, flexible attitude.

Previous experience in actions against the police/ civil litigation is preferred. Competitive salary and benefits provided.

Please apply by sending a CV and covering letter (with your salary expectations) to our Office Manager, Stephanie Donoghue, at stephanied@donoghue-solicitors.co.uk. Contact Mrs Donoghue on 0151 236 1336 if you are unable to use email.

Please note that we are not accepting agency CVs for this role.

Closing date for applications is 10am Monday 22 August 2016.

Donoghue Solicitors is an Equal Opportunities Employer. Due to the volume of applications we tend to receive, we will not contact you if your application has not been successful.