



Job Title:	Junior Clerk	Contract Type:	Permanent
Grade:	EO	Salary range:	National £28,312 - £30,011
Location:	Any PDS or LAA regional office		
Directorate/Team:	Public Defender Service		

Public Defender Service

The Public Defender Service (PDS) is a department of the Legal Aid Agency (LAA) that operates alongside private providers in delivering a full range of legal services within the criminal defence market. PDS provides critical safeguard against market failure across England and Wales which enables the LAA to fulfil its statutory responsibility to ensure continuous access to justice. The PDS includes a number of solicitor offices, a team of barristers and Higher Courts Advocates and a management and support team based in various locations in England and Wales.

The Junior Clerk will be responsible for billing all cases completed by the PDS barristers and Higher Courts Advocates in accordance with the LAA billing schemes. The role holder will have responsibility for collating, analysing and presenting billing and other performance data.

The Junior Clerk will support the Senior Clerk and the management team with a range of duties to facilitate the smooth running of the PDS. Duties will include complex diary management, liaising with advocates, instructing parties and courts to ensure the efficient administration of case allocation and court listings, dealing with telephone enquiries and correspondence and providing day-to-day support to the PDS Kings Counsel and Higher Courts Advocates.

Our commitment to Diversity and Inclusion

The Civil Service is committed to attract, retain, and invest in talent wherever it is found. To learn more please see the [Civil Service People Plan](#) and the [Civil Service Diversity and Inclusion Strategy](#).

As a Disability Confident organisation, we will offer a guaranteed interview to candidates with a disability who meet the essential criteria for this role. Under the Equality Act 2010 a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities which has lasted, or is expected to last, at least 12 months.

If you are responding to a role within the Legal Aid Agency and would like to be considered under the guaranteed interview, please indicate this in your application and let us know of any reasonable adjustments you may require during the sift or later selection processes.

The LAA's goal is to build an organisation that is open and inclusive and truly values and celebrates the diversity of its workforce. One that reflects and understands the needs of the diverse society we serve. This is regardless of social background, gender, age, ethnicity, sexual orientation, beliefs, disabilities or long-term illness or caring responsibilities.



Job Summary

Key responsibilities

- Produce bills for cases in accordance with crime billing schemes and work with PDS colleagues, case management and external stakeholders to resolve queries about fees and finalise bills by set deadlines.
- Monitor outstanding payments, raise invoices and track payments to the PDS and process payments to external providers ensuring compliance with financial systems and procedures.
- Maintain systems for recording and tracking PDS casework, ensuring accurate and up-to-date information on the advocates' caseload and case progression is available.
- Compile, analyse and present accurate billing and other performance data for internal and external use.
- Cover a range of clerking duties including complex diary management, allocating cases to suitable advocates, contacting instructing parties to obtain documents and provide updates, liaising with courts to reschedule hearings and supporting the advocates day-to-day.
- Build and maintain good working relationships with PDS advocates and external stakeholders including courts, Crown Prosecution Service and instructing solicitors to ensure the smooth operation of the PDS advocacy unit.

Essential Criteria

- Detailed knowledge of the Advocates' Graduated Fee Scheme (AGFS).
- Experience of using Meridian Law Connected or an equivalent case management system.
- Some experience of clerking or supporting a senior clerk.
- Understanding of the criminal justice system.
- Excellent customer service skills.
- Well organised, able to prioritise own workload and work to tight deadlines.
- Good data analysis skills and attention to detail and accuracy.
- Experience of collating and reporting management information.
- Good understanding and respect for confidentiality.

Assessment approach

Application Process

At the application stage, you will be required to:

- Provide a CV and statement of suitability showing how you demonstrate the essential criteria for the role.
- Respond to a question relating to the following Behaviour:
 - Delivering At Pace

Interview Process

If you are successful through the application stage, you will be invited to an interview via Microsoft Teams where you will be assessed against the following:

- Strengths relevant to the role.
- The following Behaviours:
 - Communicating and Influencing
 - Working Together
- Experience of the Advocates' Graduated Fee Scheme (AGFS).

If you would like more information on this opportunity, please contact pds.business@justice.gov.uk

Complaints procedure

If you have any complaints about this recruitment activity, please share your concerns by emailing LAAPeopleTeam@justice.gov.uk. We aim to respond to any complaint within 10 working days.