

A leading
law firm is looking for a

Law Clerk

to handle Commercial Transactions.

This role reports to the Practice Heads.

Qualifications

Diploma from the Law Development Centre.

Experience

At least 1 years' working experience in a Law Firm.

Please note: Due to the specific sectors we work in, only candidates with valid work experience in a Law Firm will be considered. We regret that we will not accept applications outside of this area.

Essential Information

The clerk will be responsible for organizing and maintaining records. She/he should have knowledge for commercial transactions such as company registration, URSB, Land Registries/Mortgages, compliances from respective ministries & authorities, preparation & verification of all commercial documentation. He/she will also perform other administrative or clerical duties.

Overall description

The clerk will be responsible for following a filing system and organizing records, such as letters, legal documents, case files, correspondence, invoices and memoranda according to that system. He/she will locate and retrieve requested files, as well as prepare legal document indices, file folders and labels. They will be responsible for keeping files up-to-date.

In addition to filing, legal file clerks may perform other clerical duties, such as handling mail, faxing, using a copy machine, maintaining a calendar, managing office equipment and ordering supplies.

Other responsibilities will include:

- Search for and study legal documents to investigate facts and law of cases, to determine causes of action and to prepare cases;
- Prepare affidavits, hearing notices & other court documents and maintain document files and case correspondence;
- Research and analyze law sources to prepare drafts of briefs or arguments for review, approval, and use by attorney;
- Review and file pleadings, petitions and other documents relevant to court actions;
- Deliver or direct delivery of court pleadings/documents to witnesses and parties to action;
- Serve copies of pleas to opposing counsel;
- Arrange transportation and accommodation for witnesses if required;
- Store, catalog, and maintain currency of legal volumes;
- Any other duties as may be assigned by the partners from time to time during the course of employment.

Additional job duties of a clerk will include:

- Using a range of office software, including email, spreadsheets and databases;
- Managing filing systems;
- Developing and implementing new administrative systems, such as record management;
- Writing reports for senior management and delivering presentations;
- Attending conferences and training;
- Scheduling attorney and client meetings

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All applications should be sent to WATU;
hiring@watulimited.com | cc: solomon@watulimited.com

Deadline - 31st March 2020

For more information.

www.ktaadvocates.com