

# A Day in The Life of a Legal Assistant

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Our partner, [Simply Law](#), recently caught up with Samantha Evans, a Legal Assistant who kindly shared what she does on an average day at work, her hopes for the future and her advice for those looking to join the legal profession.

5 At college, I chose to study law as one of my subjects, as I had a general interest from watching crime dramas on the television and obviously, Elle Woods in Legally Blonde! I thoroughly enjoyed the course and knew it was something I wanted to study at university. In September 2018 I started my Law Degree (LLB) at the University of Worcester.

10 I had fantastic opportunities to pursue my legal career by participating in work experience placements at JCP Solicitors and Bradley Haynes Law, volunteering at Worcester's Legal Aid Centre and Citizens Advice Bureau and taking part in mooting. By having these practical experiences, I was able to understand what it is truly like to work in a legal environment and build crucial skills that cannot be taught in a classroom.

15 In June 2021, I received a First Class Honours in my LLB and I could not be prouder of myself for achieving such a result during the COVID-19 pandemic. Following my nine-month work experience placement at Bradley Haynes Law in Worcester, I was fortunate enough to be offered a full-time role as a Legal Assistant.

This was a great highlight for me to secure a job in a progressing business within my chosen field with a team that is both supportive and approachable. Although I have had many highs throughout my career so far, there have been challenges. When seeking work experience, it can be disheartening to receive rejection letters or to not even get a reply at all. My advice would be to keep trying and not give up!

20 I always arrive at 09 :00 at the office. I check my emails and add any tasks that I have been sent to my to-do list in my notebook. I also flag the email so I can find it easily, as my inbox fills up very quickly. Half way through the morning I prioritise my tasks for the day and get started. I currently mainly support the Litigation department where I draft court forms, assist in preparing bundles, make courtesy calls and complete payment request forms with clients. I carry out lots of office admin tasks such as scanning, printing, filing and preparing letters for both my team and the general office.

25 Around noon, I greet the clients who come into the office and scan any documents they have brought in to upload to our systems ensuring they are happy with our service. I have found that particularly within the Commercial department, I have learnt the jargon, acronyms and the names of certain documents and what they mean, just by doing this task.

30 I have my lunch and chat with colleagues and scroll through my phone to catch up on any messages. I also use this time to promote the company on social media, especially LinkedIn, and I enjoy looking at other people's posts.

35 In the afternoon I do lots of file openings where I create the matter and draft the Company Care Letter and Terms of Business to send to the client. As a legal assistant, I carry out research tasks for my team to save them time and to expand my knowledge. Then I shadow a member of my team during a client meeting and take attendance notes. This has allowed me to get a deeper understanding of both the theoretical and practical sides of working in a legal environment.

40 After a small break I check my emails to ensure I have not missed any throughout the day and tick off my to-do list and start preparing my plan for tomorrow. I find it very useful in the morning to have a pre-made list from the day before so I can get to work straight away.

Before leaving I make a few calls to collect some quotes for the business to enhance and raise any invoices that can be billed and liaise with the finance team.

I would advise those who wish to have a career in law to do their own research on the different paths and vocational qualification route or to seek a legal apprenticeship.

45 Ultimately, the best way you can find what would work for you is by taking part in work experience and volunteering. These opportunities can be hard to find so I think it is important to keep your LinkedIn up to date and communicate with legal professionals within an area you are interested in. Most people will be more than happy to offer you some advice, by maybe looking at your CV, becoming your professional mentor or potentially offering you an opportunity to shadow them.