**ORGANISATIONAL CHART**

**NAME**

**(Managing Partner/Solicitor)**

**Departments: Litigation, Commercial, Mediation & Probate**

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| **Non-legal tasks** : Office Business Manager,  |
| Office Marketing, Office Finances, Office Banking, Administration, Complaints, Library, Risk Management.**Risk Management**: Critical Dates Register, Clients Survey Register |
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**NAME**

**(Partner/Solicitor)**

**Departments: Conveyancing, Litigation, & Probate**

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| **Non-legal tasks**: Personnel Manager, |
| Request for Holiday Leave, Contact person for Sick Leave, Money Laundering, Staffing Issues, Administration, Personnel and Records, Recruit and Train Staff, Health and Safety |
| **Risk Management**: File Review Register, Complaints Register, Wills & Deeds Register |
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| 1. Staffing Issues
 |
| 1. Administration
 |
| 1. Personnel and Records
 |
| 1. Recruit and Train Staff
 |
| 1. Health and Safety
 |

**NAME**

**(Partner/Solicitor)**

**Departments: Litigation, Commercial, Mediation & Probate**

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| **Non-legal tasks**: Office Administration Manager, |
| Office Hardware and Software Systems, Approval of Office |
| Stationary Supplies Order, Approval of Office Domestic Supplies Order, Day to day running of office, Administration & Information Technology |
| **Risk Management**: Undertakings’ Register |
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**NAME**

**(Consultant Solicitor)**

**Departments: Matrimonial litigation, Road traffic litigation, Personal Injury Litigation & Environment Planning Litigation**

**NAME**

**(Assistant Solicitor)**

**Departments: Conveyancing, Matrimonial Litigation, Employment Litigation, Road Traffic Litigation, Personal Injury Litigation, Environmental Planning Litigation, Probate**

**Non-legal tasks**: Eircom phone lines, Legal IT- hardware and software, ATS- phone system, Catch Security- burglar alarm &Top Security- burglar alarm monitoring

**NAME**

**(Trainee)**

**Non-legal tasks:** Trainee duties

**NAME**

**(Legal Secretary)**

**Non-legal tasks**: Wills and Deeds co-ordinator

Ink Cartridge Recycling,

Shred-It

**Risk Management**: Wills & Deeds Register

**NAME**

**(Legal Secretary)**

**Non-legal tasks**: Office stationary supplies co-ordinator & Safekeeping

**Risk Management**: Critical Dates Register

**NAME**

**(Legal Secretary)**

**Non-legal tasks**: Court franking machine, An Post franking machine & Office document swearing coordinator, DEPS contact person, change of backup server tapes, Register of Undertakings

**Risk Management**: Undertakings Register, Wills & Deeds Register

**NAME**

**(Legal Secretary)**

**Non-legal tasks**: Post Office, Office domestic supplies co-ordinator, Refuse and recycling collection, Petty Cash, Telephones 9.00 a.m. to 5.30 p.m.

**NAME**

**(Accounts)**

**Non-legal tasks**: Compliance with Solicitors Accounts Regulations, Compliance with Revenue Regulations, Budget Targets, Payroll, Assisting in financial management of the firm by preparing necessary reports for monthly finance meetings