



**Job Title:** Litigation Executive  
**Department:** Mortimer Clarke Solicitors  
**Location:** Worthing

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An exciting opportunity has arisen for a Litigation Executive to join our Litigation Department.

The role of the Litigation Executive is to support the business needs through understanding the legal process, preparing legal documentation, dealing with customer queries, and understanding county court documentation.

We are looking for someone bright and with excellent communication skills who has previous experience in an administrative role in a process driven office environment. You will need to be able to use your own initiative, ensure a high level of accuracy, be a team player and have good knowledge of MS Office applications such as Word and Excel.

Some of the key responsibilities of the Litigation Executive include:

- Process court documentation and transferring information onto internal systems accurately
- Prepare enforcement applications to send to court
- Deal with general incoming post and respond appropriately
- Correspond with the courts, Land Registry and debt management companies via the telephone
- Accurately update incoming and outgoing correspondence on Nexum to clients, courts and customers
- Read and understand Land Registry official copy entry documents & transfer information accurately to litigation system
- Prepare legal documentation for service

#### **What can we offer you**

We are offering a competitive salary of £18,000 depending on experience, and loads of fantastic benefits, such as 22 days holiday, gym subsidy, pension scheme, healthcare cash back scheme, travel insurance, on site massage and health checks plus much, much more, so if you are interested in this exciting opportunity please apply now.

**Disclaimer** -The above statements are intended to describe the general nature and level of work being performed by people assigned to this role. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed to meet the ongoing needs of the organisation.