

Profile

My current role as a Judicial Assistant (JA) to the Circuit Court has provided me with a insight into court procedure which has reinforced my keen interest in the law. I am driven by a desire to learn and develop my skills in a fast paced and challenging environment. I am dedicated to contributing to any team and take a proactive approach to all challenges with a commitment to excellence. I have consistently achieved high grades and demonstrated a strong aptitude for learning. This is reflected in the high points for my Leaving Certificate, the high grades I achieved in my undergraduate degree and passing 5 FE1 examinations in their first sitting.

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Skills

Interpersonal and Communication Skills

Ability to interact with a range of stakeholders daily, including judges, legal practitioners, court staff and members of the public. Experience in proofreading documents and drafting emails, letters and notes of evidence.

Information Technology Skills

Established IT skills by successfully using a variety of case management systems, creating word/excel documents and utilising legal databases to conduct research.

Organisational Skills

Organisational skills acquired as a JA are a testament to an attention to detail, time management and problem-solving abilities. These strong organisational skills enable to the diverse needs of the court to be met whether it be civil, family or criminal hearings.

Research Skills

Preparing case summaries by summarising facts, legal submissions, case law and relevant material. Researching current sentencing trends by keeping up to date with the Superior Court Rulings and Judicial Council guidelines.

Administrative Skills

Conducting administrative tasks, such as, filing, printing and scanning documents.

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Experience

Anthony Joyce & Co. Solicitors

2021-2022

Legal Assistant

Acted as an assistant in probate and conveyancing matters. Focused on filing and case management duties, letter drafting and engaging with clients.

Assisting the judge with the smooth running of the court, liaising with practitioners and court staff. Duties includes legal research, proof reading judgments and any ad hoc duties as they arise

Training Courses

- Having a Difficult Conversation,
- Professional Ethics and Boundaries
- Leadership Skills
- Presentation Skills
- Generative Artificial Intelligence
- Legal Proofreading & Drafting
- Motivation Workshop

Education

Loreto College, Cavan 2010-2016

Leaving Certificate, 525 points

National University of Ireland, Galway

2016-2020

BCL, International. 2:1 Honours

KU Leuven, Belgium

2018-2019

Erasmus Year

Law Society, Ireland

2023-present

FE1 Examination

5 passed, 3 results pending

Achievements & Interests

- Cybersecurity Training provided by Cyberquest
- Committee Member of Free Legal Advice Clinic Galway
- Volunteered for Abolishing Direct Provision Legal Team
- Travelled extensively, including Ethiopia, South America, and Interrailing Europe.

Referees:

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