

Litigation Legal Assistant – Floater

Lenczner Slaght is widely recognized as Canada's leading litigation firm. Focusing exclusively on litigation and advocacy our lawyers represent a diverse range of clients from commercial disputes and class actions to cross-border matters and professional regulation. We are currently seeking a Litigation Legal Assistant - Floater to join our team.

As a Litigation Legal Assistant - Floater your core responsibilities are to provide continuous secretarial support to our team of lawyers, students, law clerks and assistants. You are confident dealing with people at all levels and you will use your strong technical, communication and interpersonal skills to address and resolve issues. You thrive in the fast-pace of a busy law firm, keep up-to-date with changes in the industry, and take pride in delivering excellent customer service on tight deadlines.

Responsibilities:

- Preparing photocopies, faxes and scans of documents and correspondence
- Transcribing and revising legal correspondence, pleadings and memoranda using handwritten copy and/or digital dicta
- Typing, processing and assembling court documents for Divisional Court, Federal Court, Superior Court, Court of Appeal and Supreme Court of Canada
- Preparing documents for Court filings and service of same
- Organizing materials for trial
- Entering lawyers' dockets, expense reports, accounts, preparing cheque requisitions and other administrative duties
- Work as a team by providing backup coverage in the absence of other assistants

Education and Experience:

- Litigation Assistant experience required
- Post-secondary education in a Legal Assistant/Admin program or equivalent required
- Law Clerk diploma an asset

Skills:

- Exceptional knowledge of spelling, punctuation, sentence structure and grammar
- Skill in the use of reference materials and software programs such as Microsoft Office, Automated Civil Litigation, Lighthouse Accounting, Phillips Speech Exec, Worksite/Filesite Document Management System, Carpe Diem and Meeting Room Manager
- Must be proficient in using Word styles, track changes and black-lining
- In-depth knowledge of legal practices, legal and medical terminology, and Rules of Civil Procedure
- Ability to carry out a variety of responsibilities including document production, document revisions and file maintenance

- Ability to work independently and with excellent judgment to both follow instructions with minimal supervision and take initiative as required
- Ability to work with all lawyers, students and law clerks at the firm balancing priorities; giving priority to a particular job and its urgency
- Maintains professionalism, confidentiality and discretion

Qualified candidates are asked to submit their résumé and cover letter [HERE](#)