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## Weekend Legal Assistant

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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 Weekend Legal Assistant to join our team.

As a Weekend Legal Assistant, your core responsibilities are to provide administrative and legal assistant support to our team of Lawyers, Students and Law Clerks. You are confident dealing with people in all capacities 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. You will be required to work Saturdays and Sundays from 9:00 am to 5:00 pm.

### PRIMARY RESPONSIBILITIES

- Preparing photocopies, faxes and scans of documents and correspondence
- Transcribing and revising legal correspondence, pleadings and memoranda using handwritten copy and/or digital dictation
- 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 dockets and preparing cheque requisitions and pre-bills on occasion

### QUALIFICATIONS & REQUIRED SKILLS

- Litigation Assistant experience is required; a minimum of 5 years will be considered an asset
- Post-secondary education in a Legal Assistant or Legal Administration program or equivalent is required
- Law Clerk diploma will be considered an asset
- Digital dictation experience is necessary
- In-depth knowledge of legal practices, legal and medical technology and the Rules of Civil Procedure
- High proficiency in Microsoft Office (Outlook, Word, Excel and PowerPoint), Word styles, track changes and black lining
- Skill in using reference materials and display a technical aptitude for learning various programs and applications such as Automated Civil Litigation (ACL), Lighthouse Accounting, Phillips Speech Exec, Worksite/Filesite Document Management System, Carpe Diem, Ask Cody
- Superior writing and analytical skills are required

- Strong communication skills (both verbal and written) including the ability to effectively interact with all firm members
- Exceptional knowledge of spelling, punctuation, sentence structure and grammar are required
- Excellent organizational skills, self-motivated, and able to manage multiple tasks including heavy document production, document revisions and file maintenance when necessary
- Ability to work independently and with excellent judgment to both follow instructions with minimal supervision and take initiative as required
- Maintains professionalism, confidentiality and operates with discretion

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

*Lenczner Slaght invites applications from all qualified candidates. We are committed to employment equity and diversity in the workplace. Accommodation will be provided in all parts of the recruitment and hiring process. Please direct all requests and questions to [Barbara Russell](#).*