Weekend Litigation Assistant

Widely recognized as Canada's leading litigation practice, we represent clients' interests in some of the most complex, high-profile cases in Canada. We represent a diverse roster of clients, from leading multinational technology and pharmaceutical companies, to some of Canada's largest financial institutions, to professionals, executives, business owners and public figures. We also appear before all levels of the courts in Canada, arbitration panels, administrative bodies and regulatory tribunals. Every member of our firm is committed to ensuring that we deliver the highest quality of advocacy to our diverse group of private and public clients.

We are currently seeking an Weekend Litigation Assistant.

WHAT DIFFERENTIATES US?

We are committed to excellence – today and in the future – for ourselves and for our clients. We have a sophisticated and growing business team that includes professionals in several disciplines such as marketing, business development, pricing, process improvement, knowledge management, human resources, professional development, client operations, and strategic planning.

We are committed to promoting and advancing equity, diversity and inclusion in our workplace and in the legal profession. We have developed several award-winning and forward-thinking initiatives including resume anonymization in student recruitment to decrease barriers for diverse candidates and ReferToHer™, a program aimed to balance the scales on referrals for female lawyers. We have also made continuous process improvement and innovation a key strategic priority. Learn more about our programs on www.litigate.com.

ROLE DESCRIPTION

As a Weekend Litigation Assistant, your core responsibilities are to provide continuous secretarial support to our team of lawyers, students and law clerks. 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.

PRIMARY RESPONSIBILITIES

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

Accounting/Billing

- Preparation of expense reports, docket entries, accounts, and other administrative duties
- Preparation of cheque requisitions on occasion
- Preparation of pre-bills

Document Management

- Preparation of photocopies, faxes and scans of documents and correspondence
- Completing documentation and file opening and closing procedures
- Ensuring quality control and management of deadlines
- Additional responsibilities may include online searches, research and requesting documents

Client Relationship Management (CRM)

- Responsible for keeping up to date with training on our CRM system
- Maintaining lawyer contacts including inputting and updating information
- Assisting with new and existing programs, including the annual holiday card program

Other Responsibilities

- Urgent/afterhours new business intake requests, including conflict searches

QUALIFICATIONS AND EXPERIENCE

- Litigation Assistant experience required
- Post-secondary education in a Legal Assistant/Admin program or equivalent an asset
- Law Clerk Certificate / Diploma (or equivalent) is not required but will be considered an asset

DESIRED SKILLS AND CHARACTERISTICS

- 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, iManage Document Management System, Carpe Diem and AskCody a Meeting Room Manager software.
- 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 heavy document production, document revisions, 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 members of the firm while balancing priorities and giving priority to a particular job and its urgency
- Maintains professionalism, confidentiality, and 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 **Lynsey Clement** (Human Resources Specialist).*