
Litigation Legal Assistant

Widely recognized as Canada's leading litigation practice, we have successfully represented clients' interests in some of the most complex, high-profile cases in Canadian legal history. Focusing exclusively on litigation and advocacy, we practice across dozens of legal areas and industries and represent our clients where it counts – on our feet in all levels of the courts and before every kind of tribunal. Our subject-matter expertise and extensive courtroom experience is consistently recognized by clients, peers, and senior members of the legal profession in leading legal publications, including Chambers Canada and Lexpert. We offer the opportunity to work alongside and learn from some of Canada's most highly regarded litigators. Our partners are ranked among the best of their peers nationally and lead a mentoring and development program that attracts gifted lawyers who are committed to upholding the highest professional standards.

We are currently seeking a **Litigation Legal Assistant** to join our team.

ROLE DESCRIPTION

As a **Litigation Legal Assistant** your core responsibilities are to provide best-in-class administrative and collaborative support to our team of Lawyers, Law Students and Law Clerks. As a Litigation Legal Assistant, you must have strong technical and analytical skills and be confident in your ability to deliver excellent customer service in a forward-thinking and fast-paced environment.

To thrive in this role, you must be driven and hardworking. You must think critically and act logically. You must have in-depth knowledge of legal practices, legal terminology, and the Rules of Civil Procedure. You must also display a growth mindset where you are open and capable of learning new skills to expand your knowledge and use software and technology in your day-to-day tasks.

ROLES & RESPONSIBILITIES

Administrative & Clerical

- Manage the daily operation of busy litigation practices.
- Calendar management – schedule meetings, calls, internal and external engagements, travel and other.
- Administrative – create and monitor bring-forward systems, coordinate and arrange travel and external commitments.
- File Maintenance – open and close, maintain and organize all matters and respective electronic and hardcopy files and file lists (active and inactive).
- Dictation – transcribe and revise notes, memos, letters, and other correspondence / documents.
- Assist with preparation of expense reports, docket entries, accounts, pre-bills, and other financial administrative duties.

Document Production

- Prepare, assemble, and draft various litigation documents, correspondence and briefs for court filings, distribution, service or other.
- Responsible for formatting documents, using internal firm standards and styles.
- Must understand court requirements and rules surrounding submitting documents for Divisional Court, Federal Court, Superior Court, Court of Appeal and Supreme Court of Canada.

Litigation & Procedural

- Responsible for serving and filing all electronical and hardcopy documents.

- Understand and be able to use available legal software in everyday operations.
- Organize logistics and help Lawyers prepare for all court appearances including trial.

EDUCATION & EXPERIENCE

- 3+ years of experience as a Litigation Legal Assistant is required; Commercial Litigation experience is preferred.
- Post-secondary education in a Legal Assistant/Administration program or equivalent required.
- Law Clerk Certificate or Diploma is not required but will be considered an asset.

KEY SKILLS & CHARACTERISTICS

- Advanced technology ability including in-depth knowledge of legal software and applications.
- Must be able to work independently and collaboratively with excellent judgement to both follow instructions and take initiative when appropriate.
- Must be proactive, be able to anticipate, problem solve and respond in a manner in which displays forward-thinking, and results driven nature.
- Must have strong attention to detail skills and ability to edit, catch errors and offer suggestions.
- Must have exceptional written and verbal communication skills with proven knowledge of spelling, punctuation, sentence structure and grammar.
- Must be flexible, adaptable and remain calm under pressure.
- Strong organization and multi-tasking skills with ability to carry out multiple responsibilities while balancing priorities.
- Advanced proficiency using Microsoft 365 applications, Document Management System (iManage / Worksite / Filesite), Digital Dictation software (Phillips Speech Exec.) and Adobe Acrobat.
- Ability to effectively use Automated Civil Litigation (ACL), Accounting Software (Lighthouse or 3E), Docket Software (Carpe Diem) and Electronic Court Filing applications (CaseLines).
- Must be a team-player who is willing to do whatever it takes to get the job done.
- Maintain professionalism, confidentiality, and discretion at all times.

WHAT DIFFERENTIATES US?

We are a firm with deep values, centered around our commitment to excellence and winning. We are also dedicated to promoting and advancing equity, diversity and inclusion in our workplace and in the legal profession. We maintain an inclusive work environment comprised of people with diverse perspectives, backgrounds, identities, and cultures who are all valued, respected, and have an equal opportunity to develop, advance, and be heard. 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.

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

Lenczner Slaght invites applications from all qualified candidates. We encourage applications from racialized persons/ persons of colour, women, Indigenous/Aboriginal People of North America, persons with disabilities, LGBTQ2+ persons, and individuals from other equity deserving groups. 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 [Human Resources](#).