

Full Time Senior Family Law Clerk

Start Date: Negotiable

Location: Savia Legal PC offices, 207 – 1690 Woodward Dr. Ottawa (Carlington area)

This position is intended to be performed *primarily in-person* (some hybrid work may be possible)

Schedule: Monday to Friday from 9:00-5:00 (or 8:30-4:30)

Additional to regular to vacation, we are closed (as paid days off) on Remembrance Day, Day of Truth and Reconciliation, Easter Monday and all the days between Christmas and New Years.

Salary: commensurate with experience

We offer a cell phone allowance. We do not offer health/dental benefits at this time.

Who You Are:

You are a supremely organized and detail-oriented Family Law Clerk with experience under your belt. You are serious about your work and your commitment to high standards. You are ready to jump in and use your experience to help an established boutique law firm run its business more effectively and improve upon our existing systems and processes.

You are a flexible, high-energy multi-tasker that enjoys the challenge of a fast-paced work environment and can work to a deadline. You can prioritize assignments, in dynamic situations, without losing track of the day-to-day tasks that are key to maintaining a smooth-running operation.

You enjoy working with people and building relationships. You are an excellent communicator, both in writing and orally. You are capable of working independently but are fundamentally a team player.

You understand how important our work is - empowering clients as they navigate an imperfect system, even when we cannot guarantee a desired end result. You feel equipped to work on a team that handles cases involving high conflict and family violence. You share our enthusiasm for helping our clients through a challenging time in their lives.

Key Responsibilities:

The **Senior Law Clerk** will be primarily responsible for client care, file management, and back-end operations related to the law practice in collaboration with the other members of our admin team. Tasks include but are not limited to:

- Drafting of legal documents, including procedural motions, affidavits, simple divorce applications, conference briefs, etc.
- Proofread, format and prepare legal documents drafted by lawyer for court filing and filing them in accordance with the *Family Law Rules* and Practice Directions, and uploading to Case Centre;

- Assist lawyers in preparing for trials, motions, arbitration, and other hearings or legal procedures.
- Calendar-management for lawyers, including scheduling court appearances, mediations, client meetings, speaking engagements, etc.;
- Diarizing all Court appearances and filing deadlines, limitation periods, and other deadlines relevant to the practice
- Manage and maintain client files in an organized manner, ensuring all documents and correspondence are up to date and properly filed in our file management system;
- Maintain and update client database (Cosmolex);
- Preparing for and conducting regular practice management procedures such as file reviews;
- Drafting correspondence to clients, opposing counsel and others, and follow up;
- Drafting documents for non-court matters such as agreements and mediation briefs;
- Prepare Financial Statements and NFP statements, including working directly with clients to gather financial disclosure, and organizing documents into a brief; keep track of financial disclosure requests or orders and fulfilment status;
- Role may include administrative tasks, reception duties and general office management
- From time to time, role may include organizing office events, charity events, and providing support to lawyers in law-related projects (*i.e.* delivering CPD program, committee work, etc.)
- Role may grow to include involvement in financial tasks including billing, reconciling accounts, tracking expenses, etc.
- Role may involve mentorship of junior law clerk, students and/or interns

Qualifications:

- Minimum 3 years of experience as a law clerk or legal assistant primarily dedicated to family law matters, including litigation;
- College diploma from a Law Clerk or related program, preferred;
- We will consider candidates without formal education if they possess sufficient equivalent experience (*i.e.* more than 5 years of recent experience as family law clerk)
- Intermediate to advanced skills in Microsoft Office Suite, Divorcemate, OneKey, Case Centre, and AdobePro
- Experience with Cosmolex practice management software is an asset
- Must be comfortable with technology and working in a primarily paperless law firm environment

How to Apply:

- Applications will be accepted on a rolling basis, until the position is filled
- Send a cover letter and resume (PDF format) by email to hr@savialegal.ca with the subject line “Application for Senior Law Clerk Position”
- Only applicants selected for an interview will be contacted.