

Job Description – Legal Assistant

Job Purpose

The Legal Assistant is responsible for a wide variety of legal and administrative duties within the Legal Services Department. This includes the preparation of legal documents and correspondence, responding to inquiries, and performing file research. Broad and thorough knowledge of basic legal concepts and principles are essential for this role.

Duties and Responsibilities

- Prepare legal documents based on written instruction and/or verbal direction from counsel, and precedents.
 - Draft and proofread correspondence, paying close attention to grammar, spelling, punctuation and content accuracy.
 - Interact with external parties to obtain direction or instruction for counsel.
 - Assist with general practice office management, including filing, scheduling meetings, coordinating hearing and court dates, making travel arrangements and arranging couriers.
 - Conduct legal research as directed by counsel, including research on statutes, ordinances, court decisions, opinions and articles.
 - Assemble and prepare legal documents based on research e.g. summaries and briefs.
 - Prepare, assemble and organize disclosure documents as instructed by counsel.
 - Conduct background checks.
 - Review case records and update case progress.
 - Ensuring incoming correspondence is distributed to the appropriate person.
 - Ensuring the internal database is up-to-date and accurately reflects any administrative action taken as well as relevant file notes.
 - Maintaining and keeping up-to-date the departmental tickler/tracking system for hearings, appeals, meetings and return/due dates.
 - Familiarity with administrative tribunals, including the Licence Appeal Tribunal or the criminal process is an asset
 - Knowledge and familiarization with applicable statutes and legislation is desirable, including the *Funeral, Burial and Cremation Services Act, 2002*, the *Statutory Powers Procedure Act* and the *Provincial Offences Act*.
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Qualifications

- Post-secondary education is preferred.
- Paralegal or Law Clerk certification is not required but is preferred.
- Experience working with a Delegated Administrative Authority is an asset.
- Current students enrolled in a post-secondary education program towards qualification as legal assistant, law clerk or paralegal are encouraged to apply.
- Strong knowledge of basic legal concepts, principles, and terminology.
- Good understanding of legal reference materials, procedures, and legal filing systems.
- Critical thinking, analysis, and research skills are essential.
- Ability to read, interpret and apply legal documentation, laws or legislation.
- Strong sense of ethics and the ability to handle sensitive or private information with tact and discretion.
- Superior interpersonal skills to interact with employees, counsel, licensees, and external agencies.
- Good research skills, using the internet and other traditional sources of information. i.e. Quicklaw, CanLII, etc.
- Excellent writing, spelling, grammar and punctuation skills, specific to complex legal documentation.
- Superior time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision.
- High level of sound and independent judgment, reasoning, and diplomacy.
- Resourcefulness and flexibility.
- Experience working with Delegated Administrative Authorities is desirable, although not mandatory.

Working Conditions

- Work is performed in a typical office environment.