

TREPANIER VERITY LLP

BARRISTERS & SOLICITORS

P.O. Box 144 • 63 CHARLOTTE STREET • BRANTFORD • ONTARIO • CANADA • N3T 5M3

TELEPHONE: (519)756-8700

FACSIMILE: (519) 756-5454

LEE H. DUDLEY, B.A., LL.B.
P. ALAN R. GILES, B.A., LL.B.
JOHN W. WIACEK, B.A., LL.B.

LESLEY ANN BOWEN, B.E.S., J.D.
DANIEL M. ZULAUF, B.A., M.A., J.D.

November 19, 2020

Family/ Civil Litigation Assistant Position

Key Responsibilities:

- Provide administrative support including preparation of legal documents and correspondence, maintain files, communicate with clients and other legal professionals, schedule appointments and meetings and filing documents.
 - drafting accounts.
- Attending to other office duties as required.

Requirements:

- Keen eye for detail and strong time management skills.
- Proficiency in Word, Outlook, Adobe, Divorcemate and PCLaw.
- Able to work independently prioritizing the multiple files assigned to you.

Education and Experience:

- Law Clerk Diploma, or currently attending a program.
- Alternatively, at least 3 years of experience working in as a litigation clerk or assistant.

Job Type: Full-time

Salary: \$29,000 to \$45,000 Commensurate with experience. Medical and dental benefits as well as a Pension Plan are available

Hours: Monday to Friday - 9:00 am to 5:00 pm (75-minute lunch)

Workplace & Covid-19:

- Our Offices located at 63 Charlotte Street, Brantford and are by appointment only, they permit social distancing between workstations and clients meeting rooms. We insist that masks be worn by all when clients are present.
- We are set up to permit staff to work from home if circumstances or health authorities require it.

Please send a letter applying for the position along with your resume and compensation expectations to:
alangiles@trepanierverity.com

Confidentiality in the application process is assured.