

Family Law Clerk

Job details

Salary

\$21.00-\$24.00 per hour

Job type

1 year contract, full-time. Opportunity for future employment on a full-time permanent basis with salary and benefits.

Full Job Description

A Family Law Clerk career and employment opportunity awaits you.

A growing law firm that welcomes enthusiasm and values people and their contributions is seeking a motivated, people oriented, highly organized individual to join our Team!

The ideal candidate is an enthusiastic team player with an understanding of family law procedure and the Family Law Rules.

Employment will start out on a one-year contract basis. A successful employee can expect the opportunity for career growth, advancement, and to gain full time permanent employment with benefits.

Schedule:

- 8 hour workday (one hour lunch break);
- Monday to Friday;
- No weekends, and
- Good attendance required.

A day in the life of a Family Law Clerk at our firm:

- Preparing Separation Agreements, Cohabitation Agreements, Parenting Agreements etc.
- Simple Divorces
- Preparing Financial Statements
- Support Calculations
- Drafting Pleadings
- Serving Legal Documents
- Preparing Legal Documents and Briefs
- Corresponding with clients and other law firms
- Docketing

How do I qualify?

You must have:

- Successful completion of a Law Clerk Program or equivalent;
- Proficiency with Family Law Procedures and Family Law Rules, DivorceMate, and PC Law.
- Minimum of 2-5 years of Family Law experience preferred; however, new graduates will be considered;
- Proficiency with DivorceMate and PC Law;
- Keyboarding at a minimum speed of 50 wpm;
- Excellent written and verbal communication (English), and interpersonal skills;
- Ability to work independently or in a team environment;
- High regard for confidentiality;
- Pristine organization skills;
- Proficiency with MS Office, including Word and Outlook;
- Ability to operate computer technology with a proven aptitude and willingness to learn high level computer skills, and
- Ability to problem solve and prioritize tasks appropriately.

Why choose our firm?

- We are a busy small firm that is growing and evolving – your voice will be heard, and your ideas celebrated! We welcome and support individual ideas and strategies;
- You will have the opportunity to grow and advance in your career as our firm grows, and
- You will be part of a culture where we operate as a team- we work together to achieve and thrive.

Ability to commute/relocate:

- Halton Hills, Ontario - reliably commute or plan to relocate before starting work (required)

Work Location: On site – no remote work option is available.

How to apply: All interest expressed will be in strict confidence. Please send your resume and cover letter to: careers@lawhalton.com. Please submit your interest on or before **February 26, 2024**. We thank all applicants for their application, but only those applicants who are selected will be contacted.

We are an equal opportunity employer and consider all qualified applicants equally without regard to race, age, colour, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status. We are committed to fostering an inclusive, equitable, and accessible workplace where every team member feels valued, respected, and supported and has the opportunity to reach their full potential. We welcome and encourage applications from all people. Should you require accommodation or support in any aspect of the recruitment and selection process, we will work with you to meet your needs. We ask that Applicants make their requirements known when contacted.