

JOB DESCRIPTION

Position: Law Clerk
Directly Reports To: Associate at Firm
Indirectly Reports To: Andrew Feldstein
Date: July 11, 2012

Job Summary

To serve as a Liaison between the Lawyer/Associate and the Client, and to support the Associate in their efforts to effectively manage, carry out the file while representing the Client's best interest at all times. This role requires one to work with the Clients and to ensure that they are kept up to date on all information pertaining to their file

Relationships

Supervises: n/a

Works With: Lawyer/Associate to whom the position directly reports, in addition to supporting other Associates and Law Clerks, along with any other internal staff when required and requested.

External Relationships: Court staff, Clients, Opposing Counsel, the Community.

Skills and Qualification

- Excellent communication skills (written and verbal), and excellent organization skills.
- Good knowledge of computers, particularly Word and Divorce Mate, PC Law, Microsoft Outlook, Adobe, Excel, Worldox, PDF Docs, Paperport.
- Able to act with the utmost discretion with respect to Solicitor Client Confidentiality
- Able to act professionally in all internal and external business relationships
- Able to work in a fast paced environment, and able to meet strict deadlines
- Must have at least College Diploma and have graduated from a reputable Law Clerk program.

Duties and Responsibilities:

Answer Line 1 marketing calls and schedule initial consultations with prospective Clients (also after hours when still in office).

Provide general back-up for Receptionist when required.

Provide Reception Relief Duty during Receptionist's lunch hour on rotating basis and when otherwise necessary.

Communicate with Clients and Opposing Counsel in a timely manner to:

- a) obtain information
- b) schedule meetings
- c) advise of any developments

Draft correspondence as requested, to Clients and Opposing Counsel, and to third parties when required.

Ensure that all correspondence is reviewed and approved by the Associate prior to sending.

Promptly provide copies of all incoming documentation to Client via mail, courier, fax or e-mail, based on the Client's preference and the level of urgency.

Draft court documents as requested.

Draft documents such as Separation Agreements, Collaborative Agreements and Mediation Agreements as required.

Prepare Briefs i.e. Disclosure Briefs, Case Conference Briefs, Settlement Conference Briefs.

Meet with Clients when required.

Take payments from Clients and provide them with a receipt.

Schedule and diarize all appointments, meetings, deadlines and court dates.

Scan all original documents incoming and outgoing documents and profile into Worldox. File appropriate paper copies in file (i.e. original court documents.)
Providing instructions to process servers to serve and file court and other documents and receiving Affidavits of Service as required.

Arrange for courier pick ups as required

Prepare Client pick ups and leave at Reception.

Maintain all Client files and electronic files and ensure that all files are up to date and well organized at all times, and properly prepared for court appearances, four-way meetings and client meetings by the Associate.

Provide information / assistance to clerks and lawyers upon request.

Train new Clerks upon request.

Prepare Assessments and Garnishments for outstanding accounts.

Seat, make coffee and provide refreshments to Clients when required.

Prepare and clean up boardrooms for meetings.

Prepare, update and maintain Continuing Record.

Prepare disclosure chart for clients and opposing party.

Prepare and burn CD'S of electronic documents to be provided to opposing counsel / parties / clients / courts.

Manage and update lawyer client list regularly.

Advise credit manager of status of file.

Close files as required, including send out Statement of Account together with closing letter and balance of retainer if applicable.

Retrieve and take out mail if required.

Conduct Ontario title searches upon request.

Check and /or update conflict list.

Search, prepare and scan family law newsletters of the week

If required, gather information for statistics in absence of Receptionist.

Any other duties required that directly and/or indirectly relate to the duties outlined above.

Review Criteria (productivity level, communication skills, work standards, adaptability, practical learning, judgment/problem solving, teamwork, initiative)