

Caron Family Law

Family Law Clerk

We are seeking a Family Law Clerk to join our team and support a busy family law practice. Salary commensurate with experience.

- Law Clerk Diploma from an accredited college or undergraduate degree is preferred.
- Software: Experience with DivorceMate.

Required Skills:

- Preparation of family law pleadings with minimal supervision, including pleadings, financial statements, NFPs, briefs, etc.
- Excellent organizational and time management skills - able to maintain calendars, files, emails and prioritize accordingly.
- Excellent telephone, verbal, and written communication skills with a friendly and outgoing disposition.
- Excellent computer skills, including typing, word processing, and email.
- Reliable and responsible individual.
- Able to maintain the necessary confidentiality.
- Able to work independently in a busy environment, while also working well within our existing team, which includes a lawyer, articling student, and receptionist/legal assistant.

Application deadline: 2022-02-01

Expected start date: ASAP

Job Type: Full-time

Benefits:

- On-site parking

Schedule:

- Monday to Friday

COVID-19 considerations:

Telephone calls and Zoom meetings are encouraged, with some exceptions for in-person meetings when needed. Clients attending the office are required to wear a mask and complete a COVID-19 screening questionnaire. Rapid test kits are on site for staff use.

Experience:

- Legal Assistant: 2 years (preferred)