

POSITION TITLE: Law Clerk

Employment Type (FT,PT,Contract): FT

Rate of Pay: 40,000 and up

Job Location: Mississauga

Hours of Work: 37.5

Start Date: asap

Application Deadline: September 20, 2019

COMPANY NAME: MacIsaac Gow LLP

Street Address: 1100 Central Pkwy West

Phone: 365-777-6006

Fax:

Email: aburgess@mglawyers.ca

Website: www.mglawyers.ca

General Description of Duties:

- **Compassionate client interaction.**
- **Document preparation, preparing, editing and formatting correspondence and legal documents, (OCF forms, pleadings, factums, motions, affidavit of documents, trial briefs, etc.).**
- **Managing large and complex files, developing, maintaining and utilizing an orderly filing and retrieval process to ensure ease of reference to electronic records.**
- **Scheduling appointments, examinations for discoveries, mediations, calls, etc.**
- **Managing and maintaining lawyers' calendars, schedules and agendas.**
- **Preparation of correspondence, compilation of motions records, and other documents.**
- **Summarizing discovery notes, transcripts, economic loss and medical records and reports.**
- **Arranging independent medical examinations, including preparing medical briefs.**
- **Requesting medical and liability documentation, both pre- and post-discovery.**

Skills and Experience Required:

- **Ability to speak comfortably and confidently on the phone or in person empathetically and knowledgeably with clients, lawyers, adjusters and court staff.**
- **Ability to organize files, revise, proofread and edit documents, and manage a busy and fast-paced practice.**
- **Ability to produce accurate, high quality work with minimal supervision in a busy work environment within established time frames.**

- **Attention to detail with a desire to take initiative.**
- **Excellent written and verbal communication skills.**
- **Ability to work both independently and as part of a collegial team.**
- **Mature work ethic and good sense of humour.**
- **Ability to learn new computer programs as needed.**
- **Willingness to learn and continue to develop.**
- **Working knowledge of Outlook, Word, Excel, and Quickbooks.**
- **Post-secondary, college, or other formal/on-the-job training.**
- **Strong working knowledge of accident benefits and tort, court forms, and the Rules of Civil Procedure**
- **Ability to speak other languages is considered an asset.**

How to Apply:

Please contact Alicia Burgess at Maclsaac Gow LLP by sending your resume to aburgess@mglawyers.ca

This job advertisement has been provided by an external employer.
Mohawk College is not responsible for the accuracy, authenticity or reliability of the content.