

TEES KIDDLE SPENCER

Job Description

LEGAL ASSISTANT

Reports to

Tees Kiddle Spencer Partnership and Firm Administrator

Brief description

Supporting lawyers and other legal professionals with various tasks, including drafting and reviewing documents, communicating with clients, preparing hearings, trials, and meetings, and organizing and maintaining files.

Consider yourself an extension of the lawyer as it relates to client management. You are part of a client team--expect to create a relationship with the client.

Duties

- General administrative and clerical duties, from answering phones to organizing files and making copies
- Maintaining calendars, scheduling appointments, and completing documents
- Preparing, drafting, editing, and distributing legal documents, cheques and correspondence
- Communicating with clients, opposing counsel, other parties and court officials
- Assisting with billing and accounting services
- Establishing and maintaining client relationships
- Establishing, implementing, and improving existing workflows and administrative procedures
- Performing general office administrative tasks
- Entering lawyers' time and expenses
- Managing client files, from opening to closing and assisting with storage of closed files
- Creating and maintaining an efficient bring-forward system
- Entering data and maintaining accuracy of legal management database, Cosmolex
- Attending the Courthouse, banks and other professional service establishments, as required
- Other duties as requested

Skills and Qualifications

- 1-3 years of office experience
- Legal Administrative Assistant certificate or similar preferred
- Interpersonal skills for communication with clients, lawyers, other legal support staff, and other professional offices
- Clear and concise written skills to ensure efficient and accurate communication
- Strong values of honesty, transparency, and confidentiality
- Attention to detail for reviewing important documentation
- Legal knowledge and understanding
- Ability to work independently and with others as required

- Intermediate in Microsoft Office suite
- Intermediate with legal management software, such as Cosmolex, would be an asset

Benefits

Dental care

Extended health care

Employee Assistance Provider

Vision care

Paid time off

Continuing Legal Education opportunities and resources