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LEGAL ASSISTANT/LAW CLERK - NEEDED URGENTLY

Family Law Lawyer seeking a Law Clerk with family law litigation experience for three or four days a week. Practice largely consists of work through the Office of the Children's Lawyer with a balance of family law files mostly relating to Child Protection litigation.

Successful candidate should have superior inter-personal skill to deal with clients, court staff, other lawyers and helping professionals.

Superior management skills necessary - well organized to deal with scheduling, docketing, timely preparation and filing of court documents, correspondence, preparation of accounts, tickler system management, some accounting, ability to attend to filing at Court.

Knowledge of law office technology and systems necessary. Skill with Divorcemate, Word, Family Court Rules, basic familiarity with family law legislation. Familiarity with Legal Aid and OCL Portals a real asset.

Salary commensurate with experience.

Please forward your resume and covering letter directly via email to joanne.wdf@rogers.com or by Fax to 905-579-6811.