

**TURNER, WINTER  
BARRISTERS & SOLICITORS**

**Douglas Turner K.C. | Trevor Winter**

An Association of Douglas Turner K.C. Professional Corporation and Trevor Winter Professional Corporation

**Seeking A Full-Time Law Clerk For Our Office**

*Our small office has been serving the Uxbridge and surrounding community for over 50 years in the areas of Real Estate, Corporate/Commercial, Wills/Estates/Trusts, and Civil Litigation. We are seeking an individual who is ready to be a part of a team that works through collaboration and open communication to serve our clients. We are looking for an individual who has experience with Real Estate, Mortgages, Wills, Estates & Trusts.*

***Duties/Responsibilities:***

- End-to-end handling of residential real estate purchases (and some commercial purchases/sales), sales, refinances using Unity or LDD and the Teraview system;
- Opening, closing files, and general data entry on PC Law
- Ability to communicate with clients, lenders, and counsel clearly and professionally
- Ability to properly draft requisition letters and submit them on time
- Management of office calendars
  
- Prepares various types of correspondence with parties of the assigned file.
- Prepares, files, and delivers a variety of legal documents including affidavits, and pleadings.
- Client intake and file opening procedures
- Proofreading, formatting and editing drafts of legal documents
- Preparing emails, letters and faxes on behalf of lawyers and staff
- Assisting lawyers in preparing for transactional closings; completing many administrative tasks associated with legal transactions
- Obtaining due diligence materials such as corporate certificates of good standing, real estate and title information and security filings
- Maintains calendar by entering and updating requirements, court dates, and meetings
- Protects firm's reputation by keeping client information confidential
- Updates job knowledge by participating in continuing educational opportunities; reading legal publications; maintain personal networks
- Performs other related duties as assigned.

***Required Skills/Abilities:***

- 3 – 5 years' experience with residential real-estate (some commercial experience would be an asset);
- Proficiency with Teraview;
- Proficiency with Unity;
- Proficiency with Microsoft Office products including Word, Outlook and Excel;
- Outstanding time-management and multitasking abilities;
- Exceptional written and verbal communication skills;
- Ability to work independently as well as part of a team;
- Excellent interpersonal skills in a variety of situations.
- Excellent work ethic.

***Education and Experience:***

- A diploma/degree from a relevant legal program or equivalent experience

***Physical Requirements:***

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift a box of paper or equivalent.

***Start Date:***

September 2023 (Flexible)

***Salary:***

To be negotiated based on experience

***Job Type:***

Full-time/Part-time as negotiated

***Please Submit Applications***

Email: [trevor@turnerwinter.com](mailto:trevor@turnerwinter.com)