



CREIGHTON LAW LLP is recruiting for an Associate Lawyer to join our team. This role is a full-time in office permanent position. The successful candidate will have the benefit of any needed mentoring in a collegial environment an existing caseload of clients. The firm offers a competitive compensation package with benefits and pension available. We are looking for candidates who have a desire and ability to become partners in the firm.

The ideal candidate should have experience conducting case conferences, motions, trials, and all aspects of the family law practice in both Superior and Ontario court levels.

The successful candidate will be self-motivated, independent, and comfortable in a dynamic environment with changing priorities, and able to manage a large workload.

This position is best suited to individuals who have excellent client service skills and are friendly and professional. In addition, organizational skills and an outstanding ability to multi-task will ensure success in this role.

Responsibilities and Duties

- Completing files from first contact with client to resolution of the matter
- Correspondence, legal opinions, memos, briefs, contracts and other legal documents
- Strong drafting skills, including drafting of motion records, factums, and pleadings
- Legal Research skills using search tools such as Westlaw and Canlii
- Organization of paper and electronic files
- Docketing in PCLaw for Legal Aid and private client billing
- Assisting Senior Partners and other Associates, as required

Qualifications and Skills

- Law degree from a recognized Canadian institution with excellent academic credentials
- Called to the Bar in Ontario and in good standing with LSO
- 5+ years of legal experience
- Self-starter and independent
- Excellent organizational and communication skills
- Proficiency with MS Office, Divorcemate and PCLaw
- Experience in private practice with solid experience in all aspects of family law, including but not limited to:
 - Experience before the Ontario Court and Superior Court of Justice
 - Rules of Civil Procedure and Family Law Rules
 - Cohabitation, Marriage and Separation Agreements
 - Divorce, Custody, Access, Property and Support

- Self-confidence, motivated, and the ability to network and problem solve
- Excellent research and communication skills (verbal & written)
- Ability to work independently
- Keen attention to detail and able to meet tight deadlines
- Some experience in other areas of practice, including Real Estate, Civil Litigation, Wills & Estates, and Criminal Law would be an asset.

About the organization:

As one of the oldest law firms in Canada, Creighton Law LLP was established in 1885. We have served the community for 140 years because of our ability to provide efficient and effective comprehensive legal advice and services to our clients as well as adhering to the highest professional standards in serving our clients throughout Durham Region. We are proud of the history and success of our firm and the high quality of legal services we have provided to generations of families in Oshawa and surrounding communities.

Please forward your resume to accounting@durhamlawyers.ca.

We thank all those who are interested in this position, only those that meet our criteria will be contacted for an interview.