

## LAW CLERK/ LEGAL ASSISTANT

Jeffrey Smart is seeking a Legal Assistant/Law Clerk, preferably with experience in criminal law, to start as soon as possible. Our firm is a quality-focused practice that is expanding to serve our established and growing client base. We are a modern firm, utilizing digital practice management. We seek an enthusiastic and kind individual to join our team.

### Key Responsibilities

- Filing, organizing, and verifying all court dates and appointments
- Communicating and interacting verbally and in writing with clients, legal aid, crown attorneys, clerks, hospitals, doctors, mental health workers, etc.
- Reviewing materials, disclosure, and documents as needed, under the supervision of a lawyer
- Answering phone calls
- Ensuring that all messages, emails, faxes and other forms of communication are responded to promptly
- Receive payments, calculate fees, collect, and balance monies

### Qualifications

- College Diploma preferred, or equivalent combination of education, training, and experience
- Any legal training, law clerk experience or office administration is an asset
- Strong document management skills, including to ability to work Microsoft Office, practice management and accounting software (CLIO, QuickBooks)
- Ability to multi-task, plan, organize, and prioritize tasks to meet strict deadlines
- Ability to exercise discretion and maintain confidentiality
- Ability to respond professionally and efficiently to changes in schedules, and priorities
- Ability to work independently and within a team environment
- Ability to exercise sound judgement and take initiative

Salary: \$40,000.00- 60,000.00 annually

Schedule: Full-time - Monday to Friday- 8:30am-5:30pm

If you are interested in this position, please submit a cover letter, resume, and references to:

Jeffrey A. Smart, LL.B

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