

Siskinds is one of Southwestern Ontario's leading law firms. We provide local and national service in virtually all areas of the law including personal injury, business and commercial law, class actions, labour and employment, family, estates, and litigation. Our team of over 80 lawyers and more than 100 support staff is dedicated to ensuring our clients receive exceptional service.

General Litigation Law Clerk

This position will require you to provide support to a lawyer within our general litigation group.

Our ideal candidate will have a post-secondary education ideally with a Law Clerk Diploma, and will have a minimum of **five years** relevant experience.

We need an intelligent ("quick to pick up"), enthusiastic and proactive individual. The role requires sound time management, and organizational skills. It also requires excellent communication skills (verbal, written and grammatical). Attention to detail is also imperative.

You will work well both independently and within the team setting. You will have a sincere passion for new technology learning and application. You enjoy a fast-paced, multi-tasked and deadline driven environment.

Duties and responsibilities include:

- Conduct client meetings
- Bill of Costs
- Prepare Affidavit of Documents
- Arranges discoveries
- Answer undertakings
- Prepare Motion Records
- Trial preparation
- Prepare Chronologies
- Prepare Medical Summaries

The following skills and attributes are necessary:

- Sound knowledge of the Rules of Civil Procedure
- Strong computer skills (Excel/Microsoft Office)
- Excellent time management and problem solving skills
- Strong organizational skills with the ability to take initiative/be proactive
- Excellent communication skills (both verbal and written)
- Detail oriented
- Primafact experience would be an asset
- Having a background in police work or criminal law would be an asset
- Ability to multi-task and work to deadlines
- Highly client service oriented

To learn more about us, please visit our website at www.siskinds.com. Please email your resume quoting "General Litigation Law Clerk – Your Name" in the subject line, to humanresources@siskinds.com. Siskinds is an equal opportunity employer and will work with and accommodate persons with disabilities throughout the entire recruitment, selection, and on-boarding process. References will be required if contacted for an interview. Deadline for submissions is Friday, May 5, 2017

Contact information:

Siskinds LLP
Attention: Human Resources
680 Waterloo Street, P.O. Box 2520
London, Ontario N6A 3V8