

Siskinds is one of Southwestern Ontario's leading law firms. We are a growing team of over 230 lawyers and support staff covering personal, business, personal injury and class action law and over 25 specialized practice areas. As one, we are focused on helping clients make the right legal choices, managing legal affairs, connecting the dots where needed and generally making life a little less complex by making the expertise clients need easier to access and use.

General Litigation Law Clerk – Full-time

This position will require you to provide support to lawyers within our general litigation group. You will be required to work well both independently and within the team setting.

Our ideal candidate will have a post-secondary education (Legal Assistant or Law Clerk/Paralegal) and 4-8 years' experience supporting a litigation practice an asset.

We need an intelligent ("quick to pick up"), enthusiastic and proactive individual, who enjoys a fast-paced, multi-tasked and deadline driven environment. The role requires sound time management, and organizational skills. It also requires excellent communication skills (verbal, written and grammatical) as well as a passion for new technology learning and application. Attention to detail is imperative.

The following skills and attributes are also essential:

Duties and responsibilities include:

- Preparing court documents for civil actions and application, including but not limited to Notices of Objection, Application Records, Orders for Directions, Affidavits of Documents etc;
- Drafting motions and pleadings;
- Compiling briefs;
- Managing the satisfaction of undertakings;
- Preparing court documents for certificate of appointment applications and passing of accounts;
- Drafting letters;
- Meeting with various clients on an as needed basis
- Communicating with clients, witnesses, experts and third party organizations;
- Confirming motions and applications;
- Supporting other clerks

The following skills and attributes are necessary:

- Proficient understanding of civil litigation procedures and the Rules of Civil Procedure
- Excellent analytical skills
- Strong computer skills

- 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
- Ability to multi-task and work to deadlines
- Ability to juggle multiple demands and properly judge priorities
- Highly client serviced

We are a truly cohesive team, and as such, being a team player as well as having a strong technical ability and positive attitude will make you a top runner, and ideally our chosen candidate.

We offer a technologically advanced environment with exposure to many specialized computer applications. Our comprehensive in-house training and ongoing support is of the highest level. We offer competitive compensation and benefits.

Siskinds is an equal opportunity employer and will work with and accommodate persons with disabilities throughout the entire recruitment, selection, and on-boarding process. To learn more about us, please visit our website at www.siskinds.com

Please email your resume quoting "General Litigation Law Clerk" and Your Name, in the subject line, to humanresources@siskinds.com . Deadline for submissions is Friday, January 21, 2022.

Contact Information:

Siskinds, London Head Office
Attention: Human Resources, 275 Dundas Street, Unit 1
London Ontario N6B 3L1

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