

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.

## **Family Law Clerk – Full Time**

Siskinds is growing and seeking an experienced Family Law Clerk to join our team. This position will require you to perform clerk functions for two Family Law Lawyers. We will be relying on you to assist in managing our busy practices and completing various tasks to help move our files forward. These tasks include but are not limited to, organizing and maintaining files, communicating with clients, scheduling meetings, preparing and sending correspondence; preparing, serving and filing court documents (including Applications, Motions, Affidavits, Financial Statements, Net Family Property Statements, Document Briefs, Orders, Support Deduction Notices, Affidavits of Service, Conference Briefs, Affidavits of Documents, Trial Records, Summons to Witness), preparation of Pension Valuation forms, compiling and satisfying undertakings, and complete management of the file and preparation of all documentation with respect to uncontested divorces.

Our ideal candidate will have a post-secondary education (Legal Assistant/Law Clerk/Paralegal) and will have a minimum of 2-8+ years family law experience.

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

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.

The following skills and attributes are also essential:

- Knowledge of the Family Rules and all relevant legislation including Divorce Act, Family Law Act, Children's Law Reform Act
- Previous experience with Divorce Mate software is an asset
- Above average interpersonal skills
- Strong organizational skills with the ability to be proactive and follow through
- Superior communication skills (both verbal and written)
- Detail-oriented
- Ability to multi-task, prioritize, and work to deadlines
- Strong client service skills, and finally
- Above average keyboarding/computer skills (primarily Word and Outlook)
- Exceptional docketing practices

We are a truly cohesive team, and as such, being a team player as well as having a strong technical ability and a positive attitude will make you a top contender, 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](http://www.siskinds.com)

**Please email your resume** quoting "Family Law Clerk" and "Your Name" in the subject line, to [humanresources@siskinds.com](mailto:humanresources@siskinds.com). Deadline for submissions is Thursday April 22, 2021.

**Contact Information:**

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

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