



Senior Litigation Law Clerk / Assistant

At Barriston Law, we make a difference in the lives of our clients, communities and coworkers by cultivating positive connections every day. We deliver peace of mind as we serve our clients with results-driven legal advice.

We have a challenging position available within our dynamic and growing firm for a Senior Litigation Law Clerk / Assistant in our Barrie Office. This is a full-time permanent position. Hours are Monday to Friday - 9:00am to 5:00pm.

The successful candidate will have a strong work ethic, keen attention to detail and have a clear understanding of the value in providing excellent client service working in a team environment within our Litigation Department. A great attitude and emphasis on client experience is a must.

Responsibilities include:

- Preparation of pleadings, motions, affidavit of documents, briefs and trial records
- Conduct file review and analysis
- Ensure all deadlines and follow-ups are diarized
- Draft correspondence, memoranda and reports
- Assist with trial preparation
- Other duties as assigned

The ideal candidate will have a 5+ years of relevant experience as a Litigation Law Clerk / Assistant and be proficient in standard office software and equipment. Being a graduate from a recognized Law Clerk Program is an asset. Ability to be proactive and take initiative, prioritize and multitask. Demonstrates good judgment in challenging situations. Program specific IT training will be provided through our in-house IT staff, as required, on an ongoing basis.

Please apply, including resume, cover letter and references to hr@barristonlaw.com

Closing Date: August 9, 2019

Barriston Law values the benefits a diverse workforce brings to our practice. We strongly encourage applications from people of all genders, ethnicities, religions, sexual orientations, and people who identify with a disability. If we can offer you any accommodations through the hiring process please let us know. Additionally, if you have any suggestions on how we can make hiring more accessible please e-mail hr@barristonlaw.com.

No telephone calls or agencies please. We appreciate your interest in this position, however only successful candidates will be contacted.