



POSITION TITLE: Family Law Clerk

Mann Lawyers LLP is a growing firm of over 30 lawyers that practice in family, real estate, litigation, wills and estates, environmental, and business law. Mann Lawyers LLP is recruiting for a Family Law Clerk who is an independent worker and who demonstrates exceptional attention to detail.

The ideal candidate must have excellent written and verbal communication skills and comfort with organizing their time and the file.

Type: Permanent, Full-time

Location: Ottawa, Ontario

Experience: 3+ year(s)

Training: Minimum of a law clerk diploma or equivalent combination of work experience and education

KEY RESPONSIBILITIES

- Reviewing and preparing documents and materials including Domestic Contracts, pleadings, Affidavits, Briefs, Facta, Financial Statements and Financial Disclosure Briefs, and other court forms;
- Scheduling court attendances (including Case Conferences, Motions, Settlement Conferences, etc.), mediations, examinations, etc.;
- Arranging for serving and filing of court documents;
- Filing, diarizing deadlines (including court appearances and serving/filing deadlines), and maintaining a reliable reminder system;
- Liaising with external service providers, including Process Servers and couriers;
- Organizing files, scheduling appointments and interacting with clients and/or other parties;
- Handling general administration of file work, including preparing various accounting documents;
- Opening and closing client files, including preparing reports to clients; and
- Any other duties, as assigned.

REQUIREMENTS

Knowledge & Skills

- Solid knowledge of legal procedures and statutes;
- Knowledge of DivorceMate software;
- Knowledge of PC Law;
- Knowledge of ONE-key;

- Familiarity with Zoom would be considered an asset;
- Excellent attention to detail, including the ability to proofread and format documents, time management and organizational skills;
- Ability to multi-task;
- Professional, tactful, and highly dependable;
- Excellent oral and written communication skills;
- Ability to work both independently and in a team environment; and
- Work collaboratively in a workplace with dignity and respect.

Education & Work Experience

- 3+ year(s) of previous family law experience
- Minimum of a law clerk diploma or equivalent combination of work experience and education

It would be preferable, though not necessary, for candidates to have experience with using Net Documents.

Experience with Wills & Estates would be considered a strong asset.

Salary level is commensurate with experience and health benefits are provided.

Mann Lawyers welcomes applications from all qualified candidates. We are happy to provide reasonable accommodations throughout the selection process and while working at Mann Lawyers. If you require support applying online because you are a person with a disability, please contact us at 613-722-1500 x 243 or recruiting@mannlawyers.com. We welcome the opportunity to discuss accommodation of your disability and ensure fairness in our hiring process.

Interested candidates should submit their application, in confidence, to recruiting@mannlawyers.com. Only candidates considered for the position will be contacted.

Thank you for your interest in Mann Lawyers LLP.