



POSITION TITLE: Wills and Estates Law Clerk

Our Wills and Estates group is seeking an experienced Law Clerk, who is an independent worker and demonstrates attention to detail, to join our growing team! This is an exciting opportunity for a Wills and Estates Law Clerk who is looking to join a collaborative, innovative, and highly effective team.

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

- Type:** Regular, Full-Time
- Location:** Ottawa, Ontario
- Experience:** Wills and Estates Law Clerk: 5+ years
- Training:** Law Clerk Diploma or equivalent combination of work experience and education

KEY RESPONSIBILITIES

- Drafting wills and powers of attorney
- Preparing and managing probate applications
- Estate administration, including preparation of estate accounting
- Service and filing documents with court
- Assisting with estate planning documents, insurance trust agreements, guardianship applications and managements plans
- Regularly communicating with clients and lawyers
- Other duties, as assigned

REQUIREMENTS

Knowledge & Skills

- Solid knowledge of legal procedures and statutes
- Flexibility to work with changing priorities
- Ability to multi-task
- High level of professionalism and initiative
- Accurate proofreading and editing skills to edit and format documents
- Strong verbal and written communication skills
- Ability to work both independently and in a team environment
- Work collaboratively in a workplace with dignity and respect.
- Experience with Estate-a-Base, PC Law and MS Office software

Training & Work Experience

- Minimum of a law clerk diploma or equivalent combination of work experience and education
- Minimum of 5 years' experience as a Wills and Estates Law Clerk.

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

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.