



**POSITION TITLE: Wills and Estates Law Clerk**

**Are you looking to work with a collaborative, innovative, and highly effective team? If so, we would love to hear from you!**

### **Who We Are**

Mann Lawyers LLP is a growing firm of over 30 lawyers that practice in wills and estates, business law, real estate, litigation, family, employment, and environmental law. We provide our clients with top-notch legal services and strive for success, not only in legal terms but also in life. We work hard to ensure that our culture is inclusive of all. We promote authenticity and celebrate diversity.

Our 25+ years of delivering compassionate, intelligent, and thoughtful advice with integrity, demonstrates our unparalleled ability to forge long-term client relationships. That quality of thought and action extends to our clients but also to our team members and out in the communities we feel lucky to be part of.

We seek out positive resolutions to legal challenges in ways that always consider the intellectual, emotional, financial, and practical well-being of our clients and team members.

### **The Role**

Our Ottawa office is recruiting for a full-time **Wills and Estates Law Clerk**, who demonstrates exceptional attention to detail.

This is a team-oriented and client-focused position. We have a strong, dedicated, and collegial team, with excellent supports in place to allow you to perform this vital role.

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

### **Key Responsibilities**

- Drafting Wills and Powers of Attorney
- Preparing and managing probate applications
- Estate administration, including preparation of estate accounting
- Serving and filing documents with the court
- Assisting with estate planning documents, insurance trust agreements, guardianship applications and management plans
- Regularly communicating with clients and lawyers
- Other duties, as assigned

## Requirements

### *Knowledge & Skills*

- Solid knowledge of legal procedures, statutes, and regulations
- Flexibility to adapt to different tasks and to a diverse group of individuals
- Loves working with people
- Exceptional multi-tasking skills
- Accurate proofreading skills to edit and format documents
- Works well independently and in a team and follows instructions with minimal supervision
- Takes initiative, is goal-oriented, and is a problem-solver
- Uses good judgment and is resourceful
- Ability to communicate in a professional manner, both verbally and in writing, with clients, lawyers, and team members
- Willingness to learn and contribute to the team
- Work collaboratively in a workplace with dignity and respect
- Proficient computer skills, including 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 3 years' experience as a Wills and Estates Law Clerk.

### **Other**

- Must be able to work in the office (some remote work may be possible, based on department needs)

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

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](mailto: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](mailto:recruiting@mannlawyers.com). Only candidates considered for the position will be contacted.

Thank you for your interest in Mann Lawyers LLP.