



**POSITION TITLE:** Litigation 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 litigation, business law, wills and estates, real estate, 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 30+ 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**

We have an open position for a litigation law clerk with seven + years of civil litigation experience to join our growing Ottawa team, who is comfortable in a variety of civil litigation domains.

This is a team-oriented and client-focused role. 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 correspondence and court documents (i.e., affidavit of documents, pleadings, affidavits of service, court confirmations, etc);
- Filing court documents, such as pleadings, motions, affidavits, and discovery materials;
- Organizing files and preparing briefs as required;
- Scheduling appointments and interacting with clients, experts, and/or other counsel;
- Managing and tracking deadlines related to litigation matters;
- Assisting with discovery, including reviewing documents and managing electronic disclosure;
- Assisting with cost calculations, including preparing Bills of Cost;

- Preparation of various accounting procedures including but not limited to drafting of client accounts; and
- Any other duties as may be required.

## **REQUIREMENTS**

### ***Knowledge & Skills***

- Solid knowledge of legal procedures, Rules, statutes, and the litigation process;
- Thorough knowledge of litigation law with an emphasis on civil, estate litigation, and/or commercial litigation;
- Experience with e-filing systems;
- Proofreading and ability to format documents ;
- Excellent oral and written communication skills;
- Ability to work both independently and in a team environment; and
- Proficiency in Microsoft Office and legal software applications (i.e. cloud-based accounting systems, document management systems, etc.);
- Excellent organizational skills with a keen attention to detail, and ability to prioritize tasks efficiently;
- Tech-savvy with a growth mindset; and
- A proactive, problem-solving attitude with a strong work ethic.

### **Education & Work Experience**

- Minimum of a law clerk diploma or equivalent combination of work experience and education; and
- A minimum of seven (7) years of experience in litigation law clerk work, preferably in civil, estate, or commercial litigation.

### **Why Join Us?**

- The expected starting salary is \$67,000.00; however, actual salary level is commensurate with experience.
- Benefits are provided and an optional matching RRSP/DPSP program is available after your first three months of employment.
- Supportive, team-oriented work culture.
- Opportunities for professional development.

### ***Artificial Intelligence***

Mann Lawyers does not use Artificial Intelligence in the screening, assessment, or selection of applicants.

### ***Applications & Accommodations***

Mann Lawyers is 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.

If you are excited for this opportunity, but do not meet all the requirements, we strongly

encourage you to apply anyway. We are always happy to hear from those who wish to work with us!

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.

***Mann Lawyers' Commitment***

Mann Lawyers is committed to creating and maintaining a positive and inclusive environment for all individuals in the workplace. It is our policy to make decisions on hiring, promotions, rewards and other human resources issues based on merit (including a person's qualifications, ability and performance). We welcome applications from **all** qualified candidates.

Thank you for your interest in Mann Lawyers LLP.