



The Peel Children's Aid Society is a progressive child welfare agency serving children and their families throughout the diverse communities of Mississauga, Brampton and Caledon.

At Peel CAS, our mission is to protect children and strengthen families and communities through partnership. We are currently seeking the following professional to join our team:

Legal Administrative Assistant - Regular Complement

The Legal Administrative Assistant performs all legal administrative responsibilities and functions associated with the work of Legal Advice Services, including but not limited to the following principal responsibilities:

- Manages the administrative portion of the legal file including but not limited to opening files, maintaining up to date files, ensuring that CAS and court records are identical; etc;
- Gathers information and types Court documents; commissions Affidavits and other documents;
- Files documents with the Ontario Court of Justice in Brampton;
- Reviews all draft documents prior to sending to Legal Counsel, ensuring that all required information is contained and that legal terminology and references are used where needed;
- Assists legal counsel with prioritizing work tasks;
- Ensures that all documents required for Court appearances are served and filed in accordance with the timelines specified in the Family Law Rules;
- Serves court documents and/or arranges for process servers to ensure service is completed; Completes or ensures completion of Affidavits of Service for documents served on other parties, as well as completes Affidavits dispensing with service, when necessary;
- Drafts Court Orders for review and approval by Legal counsel and sends to outside counsel for approval. Once approved, submits to court for sealing, tracks and distributes court orders to all parties involved;
- Schedules Court dates with Court staff with respect to Apprehensions and other matters;
- Follows up on post court instructions from legal counsel, as assigned in court entry sheets, such as correspondence, distributing copies of documents and preparing further documentation;
- Drafts and types a variety of material including correspondence, memorandums and emails on a regular basis on own initiative and/or from handwritten drafts;
- Responds to telephone calls/e-mails and handles routine inquiries from outside counsel, other Children's Aid Societies, and other professionals regarding court cases

JOB SPECIFICATIONS/COMPETENCIES:

- Knowledge of the Child and Family Services Act and other legislative standards, as they relate to the delivery of service within the Legal Advice Services Department
- Knowledge of the Rules of Civil Procedures and the Family Law Rules
- Excellent written and verbal communications skills in order to initiate correspondence and liaise with other staff, external legal counsel, the Courts, other CAS's and other organizations
- Strong organizational skills to manage a varied workload, establish priorities and deal with a variety of competing deadlines.
- Demonstrated ability to exercise initiative, deal with multiple priorities and demonstrate sound judgment
- Advanced working knowledge of MS Office with the ability to learn new software relevant to Legal Services



- Class G license and access to a vehicle on a daily basis
- Proficiency in the French language is an asset

QUALIFICATIONS:

- Completion of a Law Clerk or Court & Tribunal College Diploma Program
 - At least two or more years experience in a family law practice or Family Court System.
- OR
- Other educational and personal qualifications together with experience that, in the opinion of the Chief Counsel constitute adequate and suitable preparation for the position.

Salary: Grade 12 Union (\$48,027 - \$59,407)

If you care deeply about the welfare of children and want to work in a dynamic and challenging environment, we'd like to hear from you.

Please submit your cover letter and resume via email to resumes@peelcas.org indicating "PCAS16-007" on the subject line by February 11, 2016.

We thank all candidates for their interest however only those considered for an interview will be contacted.

Peel Children's Aid is committed to diversity in the workplace and is an Equal Opportunity Employer. Should you require accommodation during the recruitment and selection process, please inform human resources so that we can ensure your equal participation in this process.

Please visit our website at www.peelcas.org