



JOB POSTING
BARGAINING UNIT VACANCY

Classification	Dept/Division/Location	Perm/Temp	FTE
Law Clerk	Legal	Temporary (9 months)	1

Salary Range: \$54,127- \$69,292 annually

JOB FUNCTION

Under the supervision of Legal Counsel, the incumbent is responsible for assisting with the provision of legal services; preparing legal documentation, assisting with trial preparations, and conducting legal research.

QUALIFICATIONS

EDUCATION

- Two (2) year Law Clerk or Paralegal Diploma preferred, or degree in Law and Justice with relevant experience.

WORK EXPERIENCE

- Minimum two (2) years of experience working in a legal capacity preferably in the field of child welfare.

REQUIREMENTS

- Knowledge of relevant legislation, regulations, and Ministry standards (e.g. the Child and Family Services Act, the Children's Law Reform Act, the Family Law Rules).
- Good understanding of the agency's values, service philosophy and objectives.
- Demonstrated understanding of, and commitment to, integrating the principles of equity, justice, non-discrimination and accessibility into practice, service delivery and team relationships.
- Demonstrated interpersonal and collaboration skills to coordinate effectively with a broad variety of agency departments, staff, and the public.

Temporary Law Clerk

- Commitment to acquire and update professional skills and knowledge through participation in training, education, and other professional development sessions and opportunities.
- Ability to pay meticulous attention to detail and the accuracy of information.
- Ability to think critically and analyze research information.
- Ability to develop concise and thorough affidavits, reports, summaries, and case notes.
- Demonstrated ability to work effectively both independently and within a team.
- Demonstrated problem solving, planning, priority-setting, and conflict resolution skills.
- Demonstrated presentation skills to represent the society in the community and legal proceedings.
- Ability to maintain the appropriate safeguards for the confidentiality of Agency and client information.
- Demonstrated ability to work in a fast paced work environment and to deal with stressful situations.
- Knowledge and proficient competence of computer software (e.g. Microsoft Office (Excel, Word), Lotus-Notes, Frontline).
- Excellent use of English; verbally and written.
- Possess and maintain a valid Class "G" Driver's License and personal insurance coverage with access to a reliable vehicle.
- Provide a Criminal Record Check.

Interested applicants must submit an updated resume directly to:

Human Resources
Facsimile: (705) 521-7371
hr.recruitment@casdsm.on.ca