



***Peel Children's Aid is a progressive child welfare agency serving children and their families throughout the diverse communities of the region of Peel.***

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

## **Legal Administrative Assistant**

**(11 Month Secondment)**

### **SUMMARY OF DUTIES & RESPONSIBILITIES:**

The Legal Administrative Assistant performs all 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 in the Child Protection Information Network (CPIN), and the physical file, including but not limited to, opening and maintaining files, ensuring that the child's legal status is up to date and that all finalized material and correspondence is uploaded and readily available in CPIN, ensuring that the CAS and courts record is identical etc.
- Maintains up to date tracking spreadsheet and calendar of cases before the court.
- Initiates Court documents for Child Welfare and Adoption purposes;
- Commissions affidavits in accordance with the *Commissioner for Taking Affidavits Act*
- Files documents with the Court on a rotational basis
- Reviews, formats and edits draft documents prior to sending to Legal Counsel for final review and finalization
- Assists legal counsel with prioritizing work tasks
- Participates in meetings with staff regarding cases before the court
- Ensures all documents required for Court appearances are served and filed in accordance with the timelines specified in the *Family Law Rules*;
- Serves court documents electronically and/or arranges for Child Protection worker or process servers to complete such service
- Drafts Court Orders for review and approval by parties
- Schedules Court dates with Trial Coordinator, as required
- Follows up on, lawyers post court instructions
- Prepares Correspondence as required
- Responds to telephone calls/e-mails and handles routine inquiries from various professionals in the community on court related matters

### **QUALIFICATIONS:**

- Diploma in any of the following programs: Law Clerk, Legal Assistant, Legal Office Administration, Court & Tribunal Administration or equivalent Diploma program in legal administration.



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- Experience in a family law practice or Family Court System an asset.  
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.

### **SPECIFIC SKILLS & EXPERIENCE**

- Knowledge of the *Child, Youth 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 required
- Proficiency in the French language is an asset

### **HOURS OF WORK:**

- 9am-5pm, Monday to Friday
- Working hours may vary and applicants must be flexible to work outside of standard office hours

**SALARY:** \$50,974 - \$63,053

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 by visiting the 'Working with Us' section on our website by  
January 27, 2020  
[www.peelcas.org](http://www.peelcas.org)**

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



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*Peel Children's Aid 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.*