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|-----------------------------|---|---------------------------------|--|
| <b>Position:</b>            | Administrative Support,<br>Legal Services | <b>Hours:</b>                   | 35 hours/week<br>Flexibility is required<br>(Monday – Friday<br>8:30 a.m. – 4:30 p.m.) |
| <b>File No:</b>             | FACSFLA-2122-05                           | <b>Number of<br/>Positions:</b> | 1  |
| <b>Employment<br/>Type:</b> | Temporary, Full-time                      | <b>Location:</b>                | Kingston Ontario   |
| <b>Date Posted:</b>         | May 07, 2021                              | <b>Closing Date:</b>            | May 16, 2021   |

### Position Summary:

To provide legal administrative assistance to Legal Counsel as member of Legal Services Team.

### Required Qualification:

- Post-secondary education in Legal Administration or equivalent work experience
- Solid working knowledge and understanding of the relevant portions of the *Child and Family Services Act* and Regulations, the *Family Law Rules* and prescribed forms, and the *Courts of Justice Act*
- Experience in the full range of clerical and administrative support duties relating to the provision of legal services
- Advanced word processing skills in Word and applied knowledge of current Window applications, electronic file creation and management systems, electronic document filing platforms, and legal file sharing platforms.
- Exceptional organizational, planning and communication skills as well as the ability to work in a team environment
- Eligible for status as Commissioner of Oaths  
Valid driver's license with access to a reliable vehicle

### Position Description:

#### HEALTH AND SAFETY

- Work in compliance with the Occupational Health and Safety Act and Regulations and Agency's health and safety policy and procedures
- Identify and report any health and safety issues
- Assist in the development of health and safety solutions through a Joint Health and Safety Committee representative
- Promote health and safety in the workplace

#### PROVIDE LEGAL SUPPORT TO LEGAL COUNSEL

- Create, organize and maintain electronic Agency court services files, including most current information to assist Legal Counsel in presentation to court.
- Receive, sort, redirect and/or distribute electronic legal correspondence and documents
- Complete CPIN (or any other electronic case management system) and other electronic data entry for tracking of legal support and legal department functions.
- Attend at Court as required to issue and file documentation in accordance with Family Law Rules.

- Liaise with Court staff on administrative matters. Maintain good working relationships with the Court staff, solicitors, and other appropriate agencies.
- Prepare and maintain the electronic Continuing Records for the Society's and the Court's files through the electronic document filing portal (i.e.: Family Submission Online Portal) and the legal information sharing platform, (i.e.: CaseLines) in each case.
- Assist with service of court documents including serving court documents when requested. Prepare Affidavits of Service when service has been affected.
- In consultation with and under the direction of Legal Counsel draft and review court documentation for service and electronic filing with court through the electronic document filing portal and the legal information sharing platforms.
- Ensure the proper transfer of orders to/from other agencies and to receive and send all court related documents and correspondence as related to other agencies or parties.
- Maintain current knowledge of the Child and Family Services Act, Family Law Rules, Courts of Justice Act, and all associated regulations, court forms, CPIN (or any other electronic case management system),
- Prepare all necessary written and/or email correspondence and memos as requested by Legal Counsel.
- Perform general office duties such as filing, maintaining supplies, data entry for statistical purposes, and making and receiving calls on behalf of Legal Counsel.
- Schedule and track all necessary meeting and consults.
- Commission oaths and affirmations.

#### **OTHER LEGAL DEPARTMENT FUNCTIONS**

- Participate in staff training and orientation of new staff with respect to all administrative aspects of the Society's Legal Services program.
- Participate in the ongoing development of internal Agency legal systems.
- As directed, provide relief for agency receptionists.

#### **How to Apply:**

- To apply, please email your resume and cover letter quoting the competition file number and title of position you wish to apply for, to: [hr@facsfla.ca](mailto:hr@facsfla.ca). Interested and qualified applicants are invited to apply in writing by May 16, 2021.
  - Please include the competition number and the title of the position in the subject line of the email.
  - Please submit cover letter and resume as single attachment.
  - When applying for multiple positions, please submit a separate application for each position following the above instructions.
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For further information, please visit our website: [Family and Children's Services of Frontenac Lennox and Addington](#)

At FACSFLA, we are committed to building an inclusive and diverse workforce to provide the best support to the children, youth and families we serve. We strongly encourage applications from all qualified individuals



from equity seeking groups including but not limited to African Canadian, Indigenous, people with disabilities, LGBTQ2S+ communities to apply.

The Agency will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodations during the interview process, please contact Human Resources at [hr@facsfla.ca](mailto:hr@facsfla.ca).

FACSFLA is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) [<https://www.facsfla.ca/about/accessibility>] and the Ontario Human Rights Code.

While we appreciate all applications, only those selected for an interview will be contacted. We thank all applicants for their interest in FACSFLA and for submitting an application.

NOTE: We are a scent-free workplace.