



EXTERNAL Job Postings

Job Description

Legal Services Clerk

Requisition No:	01761
Posting Date:	11-17-2022
Posting End Date:	11-25-2022
Region:	Toronto
Schedule:	Full Time
Duration:	Temporary
Location:	Isabella Street
Expected Hires:	1
Minimum Salary:	\$61,121.00
Maximum Salary:	\$70,377.00
Employee Type:	Seniority Group - Administrative Support
Hours per Week:	35
Contract Length:	up to 12 months
Team:	Administration
Branch:	Resources for Children & Youth

POSITION

LEGAL SERVICES CLERK

The Legal Services Clerk provides comprehensive administrative support to designated counsel and broad legal assistance to Agency staff.

MAJOR RESPONSIBILITIES

1. Prepares court documents for review by lawyer including Applications, Affidavits, Motions, Briefs, Consent packages, Orders and appeal documents. Ensures that the documents are completed on time and in a form appropriate for filing with the court.
2. May serve court documents by fax, email, mail or courier and, or arrange for service.
3. Gathers information necessary for preparation of documents including information related to identification of parties, entitlement to notice and inquiries to locate people for service. Prepares affidavits setting out attempts to locate people as directed by counsel.
4. Opens and maintains organization of legal electronic and/or paper files containing records, pleadings, documents, orders and correspondence.
5. Provides administrative support for counsel including receiving, preparing and sending correspondence, copying, faxing, data entry including use of CPIN, filing and phone calls
6. Assists lawyers with scheduling and tracking of court dates and deadlines
7. Performs other duties as assigned.
8. Works in a safe manner in accordance with the Society's health and safety policies and procedures and all relevant legislation.
9. Acts in accordance with and incorporates Society's Code of Ethics, Confidentiality, Anti-Oppression/Anti-Racism, Harassment & Discrimination policies, etc.
10. Uses sound judgment in consideration of financial resources.
11. Complies with Society's financial policies and procedures.

QUALIFICATIONS

Education and Experience

- Diploma or Graduate Certificate from a Law Clerk or equivalent education program from an Ontario College, or minimum 2 years recent litigation-related administrative experience in a law office or legal setting including drafting and document preparation.

Knowledge and Skills

- Strong problem-solving and priority setting skills

- Excellent writing skills
- Pays attention to detail
- Superior ability to collaborate as part of a team
- Strong communication and relationship building skills.
- Self-directed and able to work independently in a location away from direct supervisor
- Knowledge of legal process related to child protection, family law and litigation rules in the Ontario Court of Justice
- Demonstrated proficiency in Microsoft Word at an advanced level, Microsoft Excel, Microsoft Access, CPIN, and PDF tools
- Flexibility and ability to adapt to a changing work environment.

OTHER INFORMATION

Accommodation at CAST

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 416-924-4640 x2300. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.

Equity Hiring Strategy and Application Process

The Children's Aid Society of Toronto (CAS of Toronto) is committed to building a skilled workforce that reflects the population of Toronto as well as the diverse communities we serve. For this specific career opportunity to support our Equity Hiring Strategy, CAS of Toronto is inviting applications from qualified individuals who self-identify as being part of one or more of the following under-represented groups:

- racialized

This initiative is deemed to be a Special Program under the Ontario Human Rights Code.

During the online application process, applicants will have the opportunity to complete the Employment Equity questionnaire, to indicate if they self-identify as being part of one or more of the above under-represented groups. Answering the questionnaire is voluntary and all responses will be kept confidential and used only for the purposes outlined in this program. If the questionnaire is not completed by an applicant, they will not be considered as being from an equity seeking group.

The information collected will help us identify qualified applicants from the listed under-represented groups for this specific opportunity as part of our Equity Hiring Strategy. In addition, information provided will be used to understand the diversity of candidates that apply to roles within CAS of Toronto. A summary of the responses to this questionnaire will be used to help assess application trends and inform the development of enhanced and future recruitment programs which are equitable and accessible.

Qualified applicants who are interested in this opportunity can apply for position by submitting their application consisting of a cover letter and resume at <https://www.torontocas.ca/careers> , fax (416-324-2400), or mail (30 Isabella Street, 5th Floor) to the attention of Human Resources.

Applications must be received in the Human Resources Department, **NO LATER THAN 11:59 PM on FRIDAY, NOVEMBER 25, 2022.**

*****All newly hired Children's Aid Society of Toronto employees are required to be fully vaccinated as a condition of hire*****