

## WE HAVE AN IMMEDIATE EMPLOYMENT OPPORTUNITY: Entry Level Litigation Assistant/Law Clerk

Speigel Nichols Fox LLP is a Mississauga-based boutique commercial litigation law firm that has been in business since 1976.

We promote a positive workplace culture. Twice a year, we close the office down to host a “Fun Day” with emphasis on outdoor activities. Our goal is to get to know our staff on a personal level outside of the work environment. We are proud to have been awarded the Mississauga Board of Trade’s 2015 Business Awards of Excellence – Employer of the Year and are delighted to have former Mayor Hazel McCallion as a business ambassador to our firm.

We are looking for a recent graduate from a reputable community college legal assistant or law clerk program. The successful candidate will be trained and mentored.

The successful candidate will support all lawyers and assist law clerks who require litigation work, described below. This position is ideal for someone who desires to learn and grow in a small law firm environment.

The successful candidate must be reliable, professional, resourceful, and a team player. He or she must be proficient in Outlook, Word, Excel, and PC Law. Knowledge of Teraview, ACL program, and Worldox filing system would be an asset but is not mandatory.

The duties of the successful candidate include:

- Preparing all routine court documents from initiating an action or application through to obtaining judgment;
- Arranging personal service of notices of action, statements of claim, notices of application, or other documents that require personal service;
- Liasing with process servers to ensure service is completed;
- Serving documents on opposing counsel, preparing affidavits of service, and filing the documents through the Ontario courts’ online portal filing system and other online platforms as requested by the court;
- Liasing with court clerks to ensure that court documents are accepted for filing;
- Some knowledge of the Rules of Civil Procedure and Rules of the Small Claims Court as they relate to timelines for serving and filing of court documents;
- Maintaining a follow-up system through Outlook;
- Preparing routine correspondence;
- Preparing accounts to clients and uploading/inputting them onto clients’ online billing platform, if necessary;

- Conducting real estate searches through Teraview;
- Conducting corporate searches through various online search platforms such as Cyberbahn, etc.;
- Providing general support to lawyers and their respective law clerks as necessary.

IF YOU BELIEVE THAT YOU ARE THE RIGHT CANDIDATE FOR THE POSITION, please forward your resume, covering letter, and transcript to [rosea@ontlaw.com](mailto:rosea@ontlaw.com). We will only contact candidates who are selected for interviews.