

## **Family & Litigation Law Clerk**

Kemp Pirie Crombeen, New Liskeard

We are seeking a full-time, organized and self-motivated person to join our team as a family and litigation law clerk. Relevant education/experience is an asset.

Working under the supervision of a lawyer, responsibilities will include:

- Management of client files and communication;
- Drafting documents, letters and emails;
- Filing at the courthouse;
- Scheduling and managing calendars;
- Preparation of accounts
- Administrative duties

A successful candidate will have the following:

- Ability to meet deadlines and work independently;
- Strong attention to detail;
- Capable of taking direction;
- Ability to apply the Family Law Rules and Rules of Civil Procedure;
- Ability to prioritize and multitask;
- Maintain absolute confidentiality;
- Professional demeanor;
- Excellent verbal and written communication skills.
- Familiarity with PC Law, DivorceMate and ACL is an asset.

Applicants must be fully vaccinated. Only those selected for an interview will be contacted.

Salary: Based on Education and Experience, To be discussed in the interview

Benefits: Life insurance, Extended Health Care, Long term disability

Interested persons should send their resume and cover letter to: [nllaw@kemppirie.com](mailto:nllaw@kemppirie.com)

Kemp Pirie Crombeen is committed to providing a diverse and inclusive workplace free from discrimination and encourages all qualified candidates to apply.