

RICHTER LAW FIRM

Richter Law is currently seeking a Legal Assistant/Law Clerk to join our small boutique firm which specializes in Criminal and Family law.

Responsibilities include but are not limited to the following;

- Answering and directing phone calls in the firm to the appropriate personnel.
- Providing administrative support to our Family and Criminal Associate.
- Maintenance of calendars, court dates, meetings, and teleconferences.
- Drafting and preparing pleadings, correspondence and court forms.
- Responsible for maintaining and managing the legal files both digitally and physically.
- Preparation of dockets, invoices, bills and statements for billing.
- Liaising with process servers, court staff, and mediators with respect to client's matter.
- Filing Court materials.
- Managing client concerns and questions throughout the legal process.

Skills required:

- Professional communication skills, both oral and written.
- Highly organized and ability to pay attention to detail under pressure a must.
- Experience working in a Law Office.
- Proficient in Microsoft Office.
- Ability to multitask, establish priorities, work independently, problem solve and proceed with objectives under minimal supervision.
- Experience in working with Divorcemate.
- Experience in working with PCLAW.
- Able to handle difficult clients in a professional manner.

Experience in handling confidential and sensitive information.

Please send Cover Letters and Resumes to Audra Hawkins at admin@justicelawyers.ca

