

**CREIGHTON LAW LLP** is recruiting for a Family/Civil Litigation Law Clerk to join our team. This role is a full-time permanent position in the office. The firm offers a competitive compensation package with benefits and pensions available.

The successful candidate will be self-motivated, independent, and comfortable in a dynamic environment with changing priorities and able to manage a large workload.

This position is best suited to individuals who are friendly, professional, with exceptional organizational skills and an outstanding ability to multi-task will ensure success in this role.

**Responsibilities and Duties**

* Drafting Civil Litigation and Family Law Pleadings
* Filing Documents on Justice Services Online and Case Centre
* Communicating with clients electronically and in person
* Assisting our lawyers in scheduling appointments and preparing for meetings
* Managing physical client files and/or electronic, preparing reporting email and letter correspondence and accounts to clients
* Docketing and billing in PCLaw for client billing
* Proficiency in Legal Aid Ontario billing
* Providing back up for our Receptionist
* Other administrative tasks and/or special projects, as required

**Qualifications and Skills**

* Law Clerk Diploma with the minimum experience of 3 – 5 years
* Proficient in Microsoft Office, Divorcemate and PCLaw
* Exceptional organizational and communication skills (verbal & written)
* Self-confident, self-starter who can work independently and is motivated
* Excellent communication skills (verbal & written)
* Keen attention to detail and able to meet tight deadlines
* A team player, who is willing to help other staff and Lawyers, as required

**About the organization:**

As one of the oldest law firms in Canada, Creighton Law LLP was established in 1885. We have served the community for 140 years because of our ability to provide efficient and effective comprehensive legal advice and services to our clients as well as adhering to the highest professional standards in serving our clients throughout the Durham Region. We are proud of the history and success of our firm and the high quality of legal services we have provided to generations of families in Oshawa and surrounding communities.

Please forward your resume to [accounting@durhamlawyers.ca](mailto:accounting@durhamlawyers.ca)

We thank all those who are interested in this position, only those that meet our criteria will be contacted for an interview.