

Boost Legal Support

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Senior Family Law Legal Assistant

Description

This busy Calgary law firm is looking for a senior family law legal assistant for one of their partners who is great with people, energetic and enjoys being part of a team.

Qualifications

Knowledge/Experience

- Excellent knowledge of Microsoft Office programs (Word, Excel and Outlook);
- The candidate should be a team player and can interact and communicate with clients and opposing counsel comfortably;
- Excellent time management and organizational skills with the ability to multi-task and work on multiple files;
- Works well under pressure;
- Advanced grammar and proofreading ability;
- Well-developed interpersonal and client service skills;
- Professional, courteous, and executes good judgment;
- Team player, and able to work independently;
- The ideal candidate must speak, read and write English fluently.

Legal Specific Skills

- Graduated with a legal assistant diploma at an accredited school;
- At least 5+ years of **family law** experience;
- You must be comfortable working with legal documents (divorce forms and Alberta Court forms);
- Competent with family law procedures;
- Comfortable independently gathering background history and information from the client;
- Good with numbers and the ability to obtain and organize financial disclosure and net family property statements;
- Have the ability to organize, prepare and gather Undertakings;
- Comfortable managing deadlines as dictated by the Rules of Court;
- Familiar with the Rules of Court relevant to family law and court filing procedures.

We thank all applicants interested in this position; however, only qualified candidates with at least 5+ years of family law experience will be contacted for an interview.

Hiring organization

Boost Legal Support

Beginning of employment

Immediate

Industry

Family Law

Job Location

Calgary, Alberta, Canada

Date posted

December 1, 2021