

## Legal Secretary/Legal Assistant (Ontario)

Employment type: full-time

Our law firm is looking for a Legal Secretary/Legal Assistant in Ontario. Our top ranked law firm was founded on the principle of dedication and personalized service to its clients. With over a decade of legal practice in the Inland Empire, Los Angeles, Orange County, as well as Las Vegas, we have made the complex civil litigation an art form of simplicity and victory. We are a firm that has cultivated creative and world-class attorneys, with proven track records. Join a team with purpose!

2+ years Legal Secretary/Assistant experience and 2+ years of litigation experience supporting attorneys is required. Our Legal Secretaries enhance attorney effectiveness by assisting in taking a case from inception through trial. You will be responsible for calendaring dates and deadlines, electronic filings in courts, document preparation and more. If you have a real passion for the legal field, this may be the Legal Secretary role for you.

### **Knowledge/Skills/Experience:**

- High School Diploma or GED required
- 2+ year's Legal Secretary/Assistant experience, 2+ years' litigation experience preferred
- Excellent written and oral communication skills
- Proficient with Microsoft Office Suite, legal software
- Clio experience a plus
- Customer Service oriented
- Works well in a team environment or independently
- Well-developed interpersonal skills
- Maintains confidentiality
- Demonstrates good judgment, discretion and a proactive work ethic
- Understands civil procedure, local rules and statutes
- Proficient with office equipment
- Comfortable working in fast-paced atmosphere
- Attention to detail
- Generate/finalize correspondence
- Finalize, file and serve motions/complaints/law and motion
- Schedule depositions including court reporter/videographer

We are looking for a professional and organized individual who has experience supporting the litigation team within a law firm. Please submit your resumes in PDF format. Thank you.