

Junior Legal Administrator – Litigation

77 City Centre Drive, West Tower, Suite 300, Mississauga, Ontario L5B 1M5 • 1.800.323.3781 • www.pallettvalo.com

Job Description:

Responsible for performing full document coordination and administrative functions for lawyers/law clerks, managers in accordance with instructions and general office policies and precedents. Reports to lawyer(s), student(s), clerk(s) and/or Supervisor/Manager. When working with legal departments, responsible to docket according to department practices or as instructed by lawyer.

Duties may be over and above what is listed below when covering an administrator who is on vacation or sick leave. Further instructions would need to be discussed with the lawyer and administrator.

Job Duties and Responsibilities:

- Perform full legal administrative work of a responsible and confidential nature for one or more departments.
- On a daily basis, completes a variety of Litigation and administrative tasks that include document production, drafting legal documents, photocopying, binding, tab insertion, accounting processes (expenses, charge vouchers, etc.), etc. in a highly accurate manner.
- Docket time consistently using timekeeper ID number.
- Accurately and without errors, processes legal administrative work received from various parties.
- Maintain filing of documents, accurately and in chronological format or as instructed.
- Responsible for accurately scanning documents as requested
- Responsible for accurately scanning documents as requested into PDF files or into databases (i.e. Summation).
- Sends outgoing faxes as required and returns original document with confirmation page.
- Acts as liaison between principal and various internal and external individuals, groups and clients at all levels.
- Prepares special reports including gathering and summarizing data. This includes running monthly and bi-monthly reports and comparing against invoices received for accounting purposes.
- Assists with opening files and prepares file jacket and accordion folders, labels, retainer letters etc. as required, according to policy.
- Assists with closing files and prepares for off-site shipping according to policy.
- Checks with Legal Administrators providing vacation coverage or covering for more than one lawyer to provide general assistance, as well as covering vacation and sick days for other employees.
- Prepare legal documents with direction, according to general precedents.
- Transcribe dictations, voice mails, etc.
- Schedule appointments, court dates, meetings, witness signing.
- Organize and maintain files.
- Assist other firm members as may be required.
- Assists on special projects, as assigned.
- Other duties as assigned.

Use of Technology: ACL, ProLaw, Outlook, Word, Excel

Education: Completion of College legal administrative program

Experience: Less than 1 year of general office experience in a professional environment. Familiar and efficient with office procedures and settings.

Special Requirements: Must be able to lift and move items 25 lbs or less.

If you are interested in the opportunity to join a successful, dynamic and growing organization, please forward your email to:

Attention:

Gerry Holmes

Office/Human Resources Manager

gholmes@pallettvalo.com

We thank all applicants for their interest, due to the high volume of applicants we receive, we are unable to respond to queries individually and only those selected for an interview will be contacted.

No agencies please.

Pallett Valo is committed to creating an inclusive and welcoming workplace for all individuals. Should you require any accommodation during the application, interview or onboarding processes, please contact Human Resources. Pallett Valo LLP will consult with the person making the request in determining the best accommodation, accessible format or communication support that can be provided.

We believe in equal opportunity and we are committed to meeting the needs of all individuals including individuals with disabilities, by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act.

Pallett Valo LLP is the largest and one of the most respected law firms in Peel Region. We are a full service law firm providing businesses with legal services in Business Law, Commercial Litigation, Commercial Real Estate, Construction, Insolvency & Corporate Restructuring, Employment & Labour and Wills, Estates & Trusts.

The strength and talent of our people allow us to provide outstanding service to our clients. At Pallett Valo establishing a solid relationship built on trust with our employees, customers and the community is at the forefront. Our values of Excellence, Integrity and Respect are woven into the fabric of who we want to be as an organization to our employees and in how we service our clients.