

# Legal Administrator – Litigation Group

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77 City Centre Drive, West Tower, Suite 300, Mississauga, Ontario L5B 1M5 • 1.800.323.3781 • [www.pallettvalo.com](http://www.pallettvalo.com)

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## Primary Function:

Reporting to the Litigation Practice Group Head, this position is responsible for handling legal and administrative duties coming out of the Litigation Group.

The successful candidate should have a minimum of five (5) years of recent general litigation experience. Superior attention to detail, strong organizational skills and a mature work ethic are important as is a customer service focus and the ability to multi-task in a fast paced work environment.

## Job Duties and Responsibilities:

- Performs full legal administrative work of a responsible and confidential nature for one or more individuals.
- Organizes and expedites the flow of work through the principal's office, initiating follow-up action.
- Prepares legal documents with little or no direction, according to general precedents.
- Acts as liaison between principal and various internal and external individuals, groups and clients at all levels.
- Routes or answers routine correspondence not requiring the principal's attention and initiates follow-up action as required.
- Takes and transcribes dictation of highly technical and/or confidential nature.
- Prepares special reports including gathering and summarizing data.
- Exercises initiative and judgment to relieve principal of administrative detail.
- Prepare legal documents such as Default Judgment material, Writs, Affidavits, Pleadings, Notices of Motion, Factums, Briefs, and numerous other court related documentation as well as Demand Letters, in accordance with standard practices and precedents.
- Schedule appointments, court dates, meetings, witness signing, examinations.
- Organize and maintain files, along with file list and closed file list.
- Occasionally prepare account letters.
- Conduct credit report searches through Equifax and driver's license searches with Legal Link.
- Assist with client and court calls/inquiries, follows up on collections and retainers.
- Open and close files in accordance with office policies and procedures.
- PPSA searches through CSRS online program.
- Conduct Teraview searches for litigation department.
- Assist other firm members as may be required.

The ideal candidate will be driven, eager to learn and grow while taking initiative to produce quality work with pride.

Proven ability in the following areas is considered an asset:

- Excellent proof reading and grammar is expected.
- Must be proficient in formatting.
- Windows, Word and Outlook experience is required
- Excel, Prolaw, ACL and Case Map experience is preferred

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](mailto: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.**