

Position Summary

Chatham-Kent Children's Services requires a Law Clerk available to start as soon as possible. This is a permanent, full-time (70 hours bi-weekly) position.

This is a position in the Legal Services Department. The position involves drafting affidavits and court related material for motions, summary Judgment motions and trials. This position includes legal research, drafting factums, case books, the preparation of witnesses for trials and/or tribunals, and trial coordination of witnesses and evidence.

Education

Applicants must possess:

- Diploma/Certificate in Law from a recognized community college; or,
- Successful completion of the Institute of Law Clerks of Ontario.

Qualifications & Requirements

Essential Qualifications & Requirements:

- Strong computer skills including keyboarding, word processing, Microsoft Word and an ability to learn new computer skills as technology options change;
- Effective communication and organizational skills;
- Ability to collect, research, and organize related supporting documentary evidence;
- Prepare motion material, trial records, document briefs, request to admit, agreed statement of facts, plan of cares, summons to witness and notices under the Evidence Act;
- Ability to complete and/or maintain reports, statistics and/or correspondence in accordance with policies, procedures, guidelines and legislated regulations and requirements.

Desired Qualifications:

- Three (3) years of experience as a law clerk in a child welfare or family law practice with trial preparation experience;
- A valid driver's license and use of a reliable personal vehicle;
- Knowledge about child welfare with a focused understanding of the importance of child protection and children in care standards, legislation and permanency;
- Ability to communicate in French.

Application Details:

Please apply by: March 19th at 11:55pm.

Only those candidates selected for an interview will be contacted.

Chatham-Kent Children's Services is committed to providing accessible employment opportunities. Should you require accommodation for a disability during the hiring process, please contact Human Resources at 519-358-4155.