

Dunphy Best Blocksom LLP is looking for an experienced **Family Law Legal Assistant** to join our firm located in Downtown Calgary.

Are you an experienced legal professional looking to make a meaningful impact in the field of family law? We are currently seeking a dedicated and skilled Family Law Legal Assistant to join our dynamic team. This is an exceptional opportunity to work in a collaborative environment where your expertise will directly contribute to helping families navigate complex legal matters.

Key Responsibilities:

- Assist lawyers in preparing legal documents, including pleadings, motions, affidavits, and other relevant materials for family law cases.
- Maintain and organize client files, ensuring all documentation is accurately labelled, filed, and easily accessible.
- Coordinate and manage the scheduling of appointments, court dates, and meetings.
- Communicate professionally and efficiently with clients, opposing counsel, and court personnel.
- Prepare and manage documents for court filings, ensuring adherence to deadlines and jurisdictional requirements.
- Prepare and edit legal documents, ensuring they meet established standards and guidelines.
- Assist in drafting correspondence and other communication as needed.

Qualifications:

- Minimum three years of practical experience in Family Law.
- Possession of a Legal Assistant Diploma or Certificate from an accredited institution.
- Proficiency in using EsiLaw for case management and billing activities.
- Experience with file management systems, preferably Worldox, to effectively organize and retrieve documents.
- Competence in utilizing Adobe for the creation and editing of legal documents.
- Strong attention to detail, exceptional organizational skills, and the ability to manage multiple tasks efficiently.
- Excellent verbal and written communication skills, enabling effective interaction with clients, colleagues, and opposing counsel.
- Demonstrated ability to work both independently and collaboratively within a team-oriented environment.

Why Join Us:

It is an opportunity to work in a well-established and respected family law practice.

We have a collaborative and supportive work environment that values professional growth and development.

We offer a competitive compensation package including group benefits, a Health Spending Account, and a competitive salary commensurate with experience and skills.

If you are a motivated and experienced Family Law Legal Assistant who is eager to contribute your expertise to a dedicated team, we encourage you to apply for this position.

For those interested, please submit your resume in confidence to info@dbblaw.com and include "Family Law Legal Assistant" in the subject line.