

Family Law Legal Assistant

Full-Time · Downtown Calgary, AB

Are you an experienced legal professional looking to make a meaningful impact in the field of family law? We are 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 Unity Accounting for case management and billing activities.
- Experience with file management systems, preferably NetDocuments, 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

- Work in a well-established and respected family law practice in Downtown Calgary.
- Collaborative and supportive work environment that values professional growth and development.
- Competitive compensation package including group benefits, a Health Spending Account, and salary commensurate with experience and skills.

Ready to Apply?

Submit your resume in confidence to info@dbblaw.com
Please include "Family Law Legal Assistant" in the subject line.