

Litigation Legal Assistant

Full-Time · Downtown Calgary, AB

The **Litigation Legal Assistant** provides comprehensive support to lawyers across all stages of civil litigation, including document preparation, court filings, and trial coordination. This role is responsible for managing complex litigation files, maintaining critical deadlines, and ensuring accurate preparation of pleadings, affidavits, and other court materials. The position acts as a key liaison with clients, courts, and external stakeholders while supporting questioning, motions, and enforcement processes. Strong organizational skills, attention to detail, and the ability to manage multiple priorities in a fast-paced environment are essential to ensure timely, high-quality legal support.

KEY RESPONSIBILITIES:

- Provide day-to-day support to lawyers in litigation matters.
- Provide administrative and client support, including responding to inquiries, maintaining files, tracking deadlines, and assisting with billing processes in a professional and timely manner.
- Prepare, draft, and file litigation documents such as pleadings, affidavits, motions, and builders' liens across all levels of court.
- Coordinate all stages of litigation, including discoveries, motions, trial preparation, and enforcement proceedings.
- Manage critical deadlines, court dates, and limitation periods through an effective bring-forward system.
- Liaise with courts, registries, clients, and witnesses, including coordinating scheduling and document execution.
- Ensure accurate and timely organization, filing, and reporting of all litigation matters.
- Maintain and organize physical and electronic files, including document management systems (e.g., NetDocuments)
- Support billing processes, including monthly invoicing and follow-up on outstanding accounts

QUALIFICATIONS

- 3+ years of practical experience in Litigation.
- Completion of a recognized legal support program (Legal Assistant, Law Clerk, Paralegal) preferred.
- Proficiency in using Unity Accounting for case management and billing activities.

- Experience with Land Titles processes and systems.
- 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 DUNPHY BEST BLOCKSOM

Dunphy Best Blocksom LLP is a well-established and respected full-service law firm that has served Calgary for over 45 years. As a recognized leader in Alberta's legal community, we offer innovative, pragmatic legal services to individuals, families, and businesses of all sizes from our office in downtown. Through the collaboration of its team members and its contemporary approach to the law, DBB Law provides comprehensive, multi-disciplinary solutions that continually surpass client expectations.

- You will be part of the Litigation team, consisting of a group of lawyers and assistants.
- This collaborative and supportive work environment 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 CV and cover letter in confidence to hiring@dbblaw.com.

Please include "Litigation Legal Assistant" in the subject line.