

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.

The **Family Law Legal Assistant** provides administrative and legal support by managing files, tracking deadlines, and assisting with billing and client communications. The role involves preparing and organizing legal documents such as pleadings, motions, and affidavits, coordinating court filings and scheduling, and liaising with clients, counsel, and court personnel to ensure accurate, timely, and efficient progression of family law matters. The position requires a qualified legal assistant with strong technical skills, attention to detail, and the ability to work efficiently in a fast-paced, deadline-driven environment.

KEY RESPONSIBILITIES

- Support lawyers in the day-to-day management and progression of family law matters.
- Liaise with clients, opposing counsel, and court personnel in a professional and timely manner.
- Provide administrative and client support, including responding to inquiries, managing files, tracking deadlines, and assisting with billing processes.
- Prepare, draft, and organize family law documents such as pleadings, motions, affidavits, and correspondence.
- Coordinate court filings and ensure all materials comply with applicable rules and deadlines.
- Manage calendars, including scheduling client meetings, court appearances, and other key appointments.
- Maintain accurate and well-organized physical and electronic file systems.

QUALIFICATIONS

- 3+ years of practical law firm experience in Family Law.
- 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 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.

- As a member of the Family Law team, you would be part of a group of lawyers and assistants supporting families through complex legal matters.
- 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 hire@dbblaw.com.

Please include **"Family Law Legal Assistant"** in the subject line.