JOB DESCRIPTION – LITIGATION LAW CLERK

We are a boutique law firm seeking a skilled and experienced litigation Law Clerk to join our team. The ideal candidate will have **at least 5-7 years** of experience as a Law Clerk with a strong background in Litigation, along with strong executive assistant skills and the ability to integrate seamlessly into the existing team. You will work in a fast-paced environment while serving sophisticated clients with complex corporate commercial litigation matters. You must have strong analytical skills and a demonstrated ability to assist with carriage of files and resolve issues independently.

In this role, you will support friendly and supportive lawyers within a vibrant work environment. To succeed in this role, it is essential to demonstrate a collaborative attitude, a strong work ethic, meticulous attention to detail, and effective relationship-building skills.

This opportunity offers a balanced blend of in-office collaboration and remote flexibility, with four days in the office each week.

We offer a competitive base salary ($70,000 - $85,000) with bonus potential, a benefits package, and an opportunity to grow and advance in a collaborative and dynamic environment. If you enjoy working in a strong team-oriented environment and are looking for a new challenge, we would like to hear from you.

Applicants should submit their resume in confidence to our office manager, Astrid da Silva at adasilva@mlflitigation.com quoting the subject line LITIGATION LAW CLERK

Key Responsibilities

- Assist lawyers in organizing and maintaining files
- Manage and update the firm's case management system.
- Ensure all legal documents are accurately filed and stored.
- Draft and proofread legal documents.
- Prepare and update briefs and other court documents, correspondence and administrative materials for lawyer review and upload documents for court filing.
- Prepare, serve, and file pleadings and motion/application records and perfect appeals.
- Compile affidavit of documents, arrange discoveries and serve notices of examinations.
- Organize and compile exhibits and evidence.
- Prepare and send correspondence to opposing counsel.
- Manage intakes, conduct conflict check and follow firm internal file opening standards.

- Schedule, monitor and maintain calendars and meeting deadlines.
- Follows up on actions required to manage lawyer's practice.
- Manage lawyer calendars, organize meetings, communicate with clients, and assist with timekeeping, as necessary.

Qualifications

- 5+ years experience working within a similar role in a litigation legal environment.
- **Strong knowledge of civil litigation practice and procedures, and the Rules of Civil Procedure**
- Proficiency in legal research tools, Microsoft Office Suite, Clio and ACL and other relevant software.
- Team player
- Excellent communication skills, both written and verbal.
- Strong organizational skills and attention to detail.
- Ability to multitask, prioritize tasks, and meet deadlines in a fast-paced environment.
- Strong technical skills with a willingness to learn new technologies.