

CHARNEY LAWYERS is a top-tier litigation boutique law firm with a long-standing reputation for providing effective representation and excellence in advocacy. Located in Yorkville, we are currently seeking an **intermediate level law clerk/paralegal with 4 to 6 years experience** to join our growing team. The ideal candidate has experience in general and commercial litigation and an understanding of document management technologies. Class action experience would be a benefit.

We are a collaborative firm offering a collegial environment while working alongside a team of experienced and talented legal professionals. Our areas of practice include class actions, commercial litigation and insurance defence/personal injury. Presently the firm is working remotely 3 days and in the office 2 days weekly.

Required Experience/Qualifications:

- Diploma/Certificate from a recognized Law Clerk/Paralegal program;
- At least 4-6 year's experience in general and/or commercial litigation, with experience in class action litigation a plus;
- Understanding of document management technologies;
- Good technological skills including knowledge of law office litigation software applications including Microsoft Office (Outlook, Word, Excel) Adobe, PC Law;
- Good writing and communication skills;
- Attention to detail (proofreading, grammar, spelling, etc.)
- Excellent organizational skills with ability to manage priorities in a fast-paced environment;
- Strong knowledge of the Rules of Civil Procedure and understanding of filing procedures in the Ontario courts, including CaseLines;

Primary Responsibilities:

- Assist lawyer(s) with a busy and demanding litigation practice;
- Prepare and complete all necessary litigation documentation such as motion records, pleadings, affidavits, etc.;
- Preparing briefs for court and service including downloading onto Case Lines;
- Scheduling case conferences, meetings, discoveries, mediations, appointments etc.

A competitive salary and benefits package are available to the successful applicant.

We thank all applicants for their interest; however only those selected for an interview will be contacted.

Job Types: Full-time, Permanent; hybrid (work from home 3 days – in office 2 days)

Kindly send your cover letter and resume in confidence to squerra@charneylawyers.com