



LEGAL ASSISTANT – LITIGATION

For more than 50 years, Walsh LLP has been an integral part of the Alberta legal community. We have a distinct firm culture that encourages lawyers to work together to give clients the tools they need to succeed — at home, in business and in the community. From our offices in Calgary and Okotoks we find solutions for our clients throughout Alberta.

Our goal is to exceed expectations – to go the extra step to deliver results by building strong long term relationships, proactively taking the time to understand our clients’ needs and how the work we do fits into the bigger picture for them and producing accurate, common sense, timely and relevant work. Our Legal Assistant team is essential to ensuring every client has a great experience with our firm.

We are looking for a **Legal Assistant** to work in our Litigation practice.

Responsibilities:

- Support up to three Litigation lawyers, including the Managing Partner, and their practices.
- Draft, review and prepare correspondence, reporting letters, legal documents and file pleadings.
- Prepare and maintain trial binders.
- Conduct internal conflict searches.
- Manage disclosure documentation from client and opposing counsel and note deficiencies.
- Maintain client contact and billings including time entry, monthly Statements of Account generation and management of Accounts Receivable.
- Transcribing dictation recordings.
- Providing confidential support to the Managing Partner.
- Organize and maintain files and keep filing current.
- Open and close physical and electronic files.
- Handle client accounts: prepare cheque requisitions, receive and disburse funds for transactions and other administrative tasks as required.
- Provide mentorship to junior staff members.

Qualifications:

Work Experience:

- Minimum of 6 years’ experience in the litigation practice of a law firm.
- Proficient in all levels of Court including Provincial Court, Queens Bench, Court of appeal, Federal Court, Federal Court of appeal and the Supreme Court of Canada.
- Substantive understanding of fundamentals involved in managing litigation files.
- Ability to pull case law from Westlaw, Quicklaw and Canliiand correctly cite cases.
- Demonstrated experience creating lists of authorities and putting together briefs and books of documents and authorities.
- Demonstrated ability to draft, format, review and manage all documentation, pleading and trial binders.
- Experience with Builders’ Liens claims.
- CORES and SPIN experience would be an asset.

- Advanced Microsoft Word skills and proven ability to work with large documents (formatting using styles, numbering, cross-referencing, table of contents, etc. and utilizing track changes).
- Excellent oral and written English communication skills
- Excellent skills in Microsoft Excel and Outlook.
- Invoicing experience would also be an asset, including experience billing Legal Aid.
- Proven ability to exercise high initiative while projecting a tactful, diplomatic approach at all times.
- Strong multi-tasking and prioritization skills with the ability to adapt to change.

Educational Requirements:

- Legal Assistant Diploma or Paralegal Designation

Is this the right role for you? It might be if you:

- Are passionate about client service.
- Want to work in a dynamic, downtown Calgary, family-oriented law firm committed to delivering innovative solutions for our clients.
- Are relentless in delivering quality and accurate in a deadline driven-environment.
- Demonstrate exceptional attention to detail and organizational skills.
- Are resourceful and know how to dig into a file and research to find answers.
- Are able to think on your feet.
- Treat everyone with dignity and respect, regardless of the circumstances.
- Show curiosity, want to learn and are able to ask crucial questions.
- Have a track record of trust, authenticity, accountability and an unwavering commitment to values and co-workers.

If you have what it takes to succeed at Walsh LLP, please submit your resume to careers@walshlaw.ca. Please include "Litigation Legal Assistant" in the Subject line. Only those applicants selected for an interview will be contacted. No telephone calls please.

Walsh LLP provides a diverse, collaborative and inclusive work environment where all our employees are encouraged to grow and develop. We are an equal opportunity employer.

... We are the Firm with a difference.

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