



Barristers & Solicitors
15 McRae St Unit 205
Okotoks, Alberta T2P 4A3
Phone 403-267-8400
Fax 403-264-9400
Toll Free 1 800 304-3574

www.walshlaw.ca

Become a part of the Walsh experience.

Walsh LLP consistently puts our clients and colleagues at the forefront of our considerations in all that we do. With unwavering passion and determination, we have cultivated a culture-first attitude that values support, collaboration, and inclusivity.

Our diverse approach provides us with a unique opportunity to fuse tradition with a modern mindset that yields people-centred solutions. Walsh LLP creates and embraces dedicated partnerships with our clients that ensure expectations are exceeded and results are unparalleled. This commitment has proudly made us an integral part of Alberta's legal community for over 60 years.

We are looking for a part-time Legal Assistant to join our team of passionate and dedicated people.

- Are you looking to be part of a dynamic, people-first community?
- Do you thrive in an environment where your hard work drives your team forward?
- Do you have a passion for learning?

How will you contribute to the team?

Walsh LLP isn't just a law firm. It is a group of like-minded, passionate professionals dedicated to people, solutions, and connecting the two with each other. We rely on our Legal Assistants to provide high-quality client service while offering a unique approach to the law.

As a Legal Assistant in our Okotoks office, you will have the opportunity to work on a range of files in diverse areas.

Details we are looking for include:

- Manage incoming inquiries from current and prospective clients, preparing engagement letters and processing conflict searches as required.
- Draft, review and prepare correspondence, reporting letters, and other legal documentation.
- Prepare and file pleadings.
- Manage and review disclosure documentation from clients and opposing counsel.
- Prepare disclosure materials.
- Conduct general research and prepare access to information requests.

- Transcribe dictation recordings.
- 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.
- Other administrative tasks as required.

Qualifications:

- 5+ years of experience in Litigation is required.
 - Specifically seeking experience in Commercial, Construction, Employment and Estate Litigation.
- You have post-secondary education from a recognized Legal Assistant program.
- You exhibit attention to detail and are committed to producing accurate, high-quality work.
- You are well-organized and able to manage priorities effectively, demonstrating initiative while maintaining a respectful and professional demeanor.
- You can handle confidential information in an ethical and professional manner.
- You have the ability to work independently as well as within a team environment.
- You have a good sense of humour when times get trying and love helping to build a team environment.

Walsh is a special place to work – and that’s all down to our people! If you’re interested in joining our team, please submit your cover letter and resume to careers@walshlaw.ca.

We look forward to meeting you!