



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

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Law Clerk - Advocacy, Indigenous Law Group

Job ID	YW-ZD-MQ-11-02-32	
Web Address	https://careers.indigenous.link/viewjob?jobname=YW-ZD-MQ-11-02-32	
Company	Gowling WLG	
Location	Ottawa, Ontario	
Date Posted	From: 2018-06-21	To: 2018-12-18
Job	Type: Full-time	Category: Law
Languages	English	

Description

ABOUT GOWLING WLG

At Gowling WLG, our dedication to excellence and quality service begins with our people. As a global law firm with offices across Canada, the U.K., Europe, the Middle East and Asia, we pride ourselves on sourcing and retaining top talent who bring energy, passion and commitment to the delivery of outstanding client service.

When it comes to diversity, we not only accept it – we celebrate it, support it and thrive on it. To create an engaging and rewarding place to work, we seek to attract talented people from a diverse range of backgrounds and cultures. Our aim is to help everyone reach their full potential and achieve their personal and professional goals.

Employee satisfaction is important to us. We work hard to ensure that our people are motivated, engaged and empowered. Our diverse group of legal professionals, law students, law clerks/paralegals, legal administrative assistants and business support staff work together as a team, and are respected and valued for their individual contributions.

PROFILE

We are currently seeking a detail oriented individual to join the Advocacy department (Indigenous Law Group) in the role of Junior Law Clerk. Based in the Ottawa office, the successful candidate will perform full legal clerical work of a responsible and confidential nature for one or more professionals.

RESPONSIBILITIES

- Responsible for the creation, administration and maintenance of client files to support the Indigenous law group.
- Provide administrative and clerical support for the group, including scanning, filing, data entry and data maintenance of confidential data in relevant databases.
- Draft a variety of documentation, from specific directions/instructions, including pleadings, forms, contracts, agreements, and correspondence to meet the needs of the various steps required throughout the conduct of the file, in accordance with legislation and/or governing regulations.
- Systematically organize, track and maintain document files and case correspondence, using, where appropriate, computer databases and imaging software.
- Monitor follow up actions and notifies the appropriate person for handling.
- Assist the professional in preparation for formal stages of the process, such as Examinations for Discovery; Closings; Court Proceedings, etc.
- Liaise with clients to exchange information, and specifically, answering questions about the class action.
- Communicate directly with service providers and judicial/tribunal officials in connection with the client's file.
- Monitor electronic files to ensure compliance with technical requirements and business processes.
- Open and close electronic files, update data, manage paper files and monitor and triage centralised communications on administrative issues.
- Prepare documents for linking or uploading to databases; coordinating with other administrative staff and work groups accordingly.
- Troubleshoot technical and business process issues with electronic communications, liaising with IT team as required.
- Assist group users with electronic files as required.
- Prepare reports from client database, electronic files and other databases on file statistics, file data and other data as directed.
- Liaise with Indigenous Law group members and assist with any other administrative or data issues.
- Any other duties as required.

QUALIFICATIONS

- Law Clerk/Paralegal or Legal Assistant Diploma/Certificate.
- 3 years' relevant experience, particularly working for an Indigenous organization an asset.
- Previous litigation experience, including with class actions is an asset.
- Familiarity with Indigenous languages, culture and territories is an asset.
- High level of cultural competence, including experience working with residential schools an asset.
- Ability to work in a high stress environment (exposure to difficult situations).
- Knowledge of electronic document management systems an asset.
- Ability to communicate effectively with other Firm members and external parties, with the aptitude to take care of clients' needs in a professional, prompt and courteous manner.
- The ability to analyze legal documents for accuracy.
- Capacity to work independently, as well as in a team environment.
- Produce a high quality and quantity of work product, occasionally under tight timelines.
- Excellent attention to detail.
- Able to prioritize and to redefine priorities when necessary.

• Knowledge of Microsoft Office Suite, including ability to work with data exports and tables.

• Fast and accurate keyboarding/data-entry skills.

Gowling WLG is proud to offer equal employment opportunities.

If you have a disability or special need that requires accommodation at any time during the recruitment process, please let us know.

While we appreciate all applications received, only those candidates selected for an interview will be contacted.