

COUNTY OF MIDDLESEX POSITION DESCRIPTION

Title:	Legal Assistant
Department:	Legal
Reports To:	County Barrister & Solicitor/Director of Legal Services
Positions Supervised:	None
Effective Date:	June 2019

POSITION SUMMARY:

Reporting to the County Barrister & Solicitor/Director of Legal Services, the Legal Assistant supports the County Barrister & Solicitor and the Director of Legal Services with a variety of administrative and clerical functions.

PRINCIPAL RESPONSIBILITIES:

- Responsible for supporting the day-to-day office activities of the Department.
- Maintain and organize ProLaw (Case Management Software) including adding clients, opening new matters, closing matters, entering time and disbursements, assembling reports, etc.
- Maintain a filing system for all documents, compiling and organizing materials required for the lawyers' work-in-progress, opening and organizing physical files for new matters, etc.
- Assist in the retention and destruction of closed files according to the Corporate/Administrative Policy and Procedures and Law Society Regulations.
- Prepare draft invoices using ProLaw for the Middlesex County Barrister & Solicitor's Office in co-operation/liaison with Finance Department.
- Receive and direct telephone and in-person inquiries to the Middlesex County Barrister & Solicitor's Office and provide other information as necessary.
- Monitor and manage assigned lawyers' schedule and calendar. This includes responsibility for scheduling appointments, court appearances and litigation deadlines.
- Make initial contact with clients regarding legal support and assistance.

- Preliminary drafting and working with legally privileged & confidential information, including: court matters, labour arbitrations, matters before administrative tribunals; precedent letters; reports; memos; agreements; contracts; by-laws and related material, as required.
- Make travel, meeting and other arrangements for the Department, as directed.
- Make purchases for the Department, as directed.
- Prepare and submit expense reports.
- Perform other duties, as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Two-year college diploma in a related discipline
- 1+ years of experience as a Legal Assistant or similar role

Knowledge, Skills and Abilities:

- Proficiency with use of Microsoft Word, Excel, Outlook and Adobe
- Strong communication and interpersonal skills
- Ability to work effectively both independently and as part of a team
- Ability to work within tight timelines
- Excellent organizational, interpersonal, and project management skills