

CAVALLUZZO

Job Description: Law Clerk

Job Summary: to perform a variety of routine legal and administrative duties, as well as assist in complex matters, in the areas of labour and employment law, construction labour law and civil litigation under the supervision of a lawyer and/or manager, law clerks

Primary Responsibilities and Tasks:

- < performing a variety of legal and administrative duties in the areas of litigation and class action law under lawyer supervision
- < drafting pleadings, routine motions, pre-trial and mediation memoranda, judgments, orders, affidavits of documents, etc.
- < maintaining enforcement of judgment files including issuing writs, garnishments, seizure and sale of assets and real property; and examinations in aid of execution
- < reviewing and summarizing transcripts of examinations and isolating undertakings and refusals; assembling answers to undertakings
- < trial preparation including undertaking legal research; preparation of document briefs, drafting requests to admit and notices pursuant to the *Evidence Act*
- < perfecting appeals including compiling appeal book and compendiums; factums; and books of authorities
- < drafting and preparing bills of cost and cost outlines
- < preparing charts, chronologies and summaries of documentary evidence for use on discovery and trial
- < completing corporate, business name, bankruptcy, PPSA, *Bank Act*, Ministry of Transportation and execution searches
- < perform research on rules of procedure for various courts and administrative tribunals
- < knowledge of the *Construction Lien Act* and related timelines
- < knowledge of and experience with Teranet
- < experience drafting grievance referrals, claims for lien and the perfection of the lien claims and all related motions
- < maintain central tickler system for all court files, wrongful dismissal files, civil applications and actions
- < maintain firm precedent files
- < act as resource person for support staff, articling students and lawyers
- < to provide back up support for the telephone intake of new clients on employment matters

Skills/Knowledge/Experience Required:

- < Law Clerk certificate and eligibility for membership in the Institute of Law Clerks of Ontario
- < five or more years of direct work experience in a litigation law clerk capacity
- < strong knowledge of the Rules of the Small Claims Court, Ontario *Rules of Civil Procedure, the Federal Courts Rules, Rules of the Supreme Court of Canada* and their related filings
- < excellent communication skills, both verbally and in writing
- < good interpersonal skills
- < ability to work well under pressure and multi-task, when required
- < superior attention to detail
- < excellent computer literacy including, but not limited to working with a document management system
- < willingness to attend seminars as necessary
- < knowledge of and complies with all Cavalluzzo policies and procedures

Supervision/Direction Received:

- < supervising lawyer and/or manager, law clerks
- < works according to diversified, established procedures, precedents or practices
- < sets own priorities

Authority Given:

- < is responsible for own work
- < gives technical direction to others

Working Conditions:

- Physical demands of this position may require the incumbent to spend many hours sitting, walking, bending, keyboarding, working on computer monitors, photocopiers and related equipment and on occasion lifting heavy books or boxes weighing up to 30 lbs.

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities of the position. The responsibilities of this position may be altered from time to time and may be dependent on the level of experience or assignment of the assistant.

Cavalluzzo is committed to employment equity in the hiring process. Applications are encouraged from equity groups including individuals of Aboriginal descent, racialized

individuals, individuals with disabilities, and gay, lesbian, bisexual and transgendered persons.

Cavalluzzo is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Aileen Hunter at ahunter@cavalluzzo.com.