

JOB TITLE: Law Clerk – Drafting 1 Permanent position

PAY BAND: \$56,741.05 – \$69,898.08 (2024 – 2025)

UNIT: Legal Department

DESCRIPTION:

The Law Clerk provides support to Legal Counsel for the completion of legal documentation required for legal proceedings under the *Child, Youth and Family Services Act (CYFSA)*. This position performs a wide range of legal and administrative activities to support and facilitate effective and efficient legal services. This includes overseeing and assisting with the preparation of various types of legal documentation including but not limited to: Child Protection Applications, Notices of Motion, Motion Forms, Affidavits, Status Review Applications, Plans of Care, Affidavits of Service, Settlement Conference Briefs, Statements of Agreed Facts, Informations and Warrants to Apprehend, Trial Records, Document Briefs, Subpoenas/Summons, Notice of Intention to Place for Adoption, Answers to Openness Applications, and Court Orders.

The Law Clerk ensures the timely completion of legal documents and ensures they are issued, served and filed on time. The Law Clerk prepares and distributes correspondence to other legal counsel and self-represented parties. The Law Clerk has regular contact and communication with the Court and court staff.

The Law Clerk assists Child Protection Workers and other agency staff to prioritize and complete legal documentation.

This position works in collaboration with Service Managers to support their oversight of the quality of legal documentation prepared by Child Protection Workers and other agency staff members who may be required to prepare court documentation.

The Law Clerk will act as a liaison between child protection teams and the legal department to prioritize and assist in the completion of legal documentation required for legal matters.

QUALIFICATIONS REQUIRED:

- Successful completion of a Law Clerk diploma from an accredited community college required
- Membership or eligibility for membership in the Institute of Law Clerks of Ontario
- 1 year minimum experience in a legal setting preferred
- Experience related to the non-profit or social service sector preferred
- Knowledge of the CYFSA; of the Act respecting First Nations, Inuit and Métis children, youth and families; and of the Family Law Rules required
- Strong skills in Microsoft Word
- 60% rating on testing - Ability to keyboard at 50 words per minute
- Ability to complete direct entry into court documentation programs such as Divorcemate required
- Excel skills an asset
- Ability to review large volumes of information in a database and summarize it into a legal document required
- Strong organizational skills
- Strong communication skills
- Ability to perform during periods of multiple demands
- Ability to understand and manage complex situations
- Proven ability to work collaboratively with others
- Strong critical thinking and negotiating
- Ability to work independently

The Children's Aid Society of Oxford County is committed to the values of equity, inclusion, and respect and is dedicated to building a workforce that reflects the diversity of the community in which we live and serve. The Agency accepts applications from all qualified individuals and encourages applications from equity-deserving groups.

We are committed to creating an accessible environment for all. If you are contacted to participate in the interview process, please let us know if you have any accommodation needs.

Apply with a cover letter and resume to Human Resources at: hr@casoxford.on.ca
The deadline for this posting is: **November 15, 2024**