



## **Family Law Clerk – Full time – Barrie, Ontario**

HGR Graham Partners LLP is one of Simcoe County's largest, full-service law firms. At HGR Graham Partners, you will experience a friendly, cohesive environment that is fast paced and provides opportunities for growth and learning. We take pride in providing work-life balance, competitive compensation, and firm-paid benefit packages.

We are seeking a Law Clerk for our Family Law Group practice located in our Barrie office.

This position is ideal for an individual who has a desire to gain experience in a fast paced and growing Firm and wishes to be an integral member of a dynamic growing team.

Our Law Clerks are vital team members and are responsible for providing legal administrative support to our lawyers. Administrative support includes but is not limited to researching, compiling, comparing, and organizing legal documents, drafting documents, corresponding with clients on behalf of the lawyer as well as acting as the intermediary between the clients and the lawyer.

You must be confident in your abilities and in dealing with people at all levels. You will use your strong communication and interpersonal skills to address and resolve issues. You thrive in an innovative and fast pace of a busy law firm, keep up to date with changes in the industry, and take pride in delivering excellent customer service on tight deadlines.

### **Job Duties:**

- Open & Close client files, in accordance with firm policies and procedures and LSO guidelines.
- Prepare and draft documents as needed (including but not limited to separation agreements, parenting plans, pleadings, affidavits, memos, correspondence and conference briefs and disclosures);
- Prepare financial statements and Net Family Property (NFP) Statements, and disclosure briefs.
- Schedule and maintain assigned Lawyers calendar.
- Act as a liaison with clients, opposing counsel, and necessary third-party experts.
- Photocopying, scanning, and binding of documents, as required.
- Managing the physical and electronic client files in accordance with firm policies and procedures.
- Upkeep on all current and active files.
- Docketing time daily and maintaining accurate billing records.
- Other administrative duties as required

### **Required Experience/Skills/Qualifications:**

- Legal assistant/law clerk diploma
- 1+ years of Family law experience
- Must have exceptional working knowledge of Family Law Rules, the Rules of Civil Procedure, Family Law practice procedures relating to court documentation.
- Highly organized with ability to adapt to changing situations, prioritize and meet deadlines with attention to detail and ability to think critically to solve problems.
- Exceptional communication skills, both verbal and written
- Effective interpersonal and client service skills, with strong initiative and ability to work independently, with tight timelines in a team environment.
- Intermediate to advanced skills in MS Office (WORD, EXCEL, Outlook).
- DivorceMate experience, knowledge of client data management software or similar.

Salary to commensurate with experience.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

*HGR Graham Partners is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. HGR Graham Partners is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.*

*Please note that your application and any related materials you provide may be processed, stored, reviewed, or otherwise used by systems in our recruitment selection process that may interact with AI tools. This includes any AI integrated functions that may be utilized by the job board through which you applied to our position.*