

## **HYBRID PARALEGAL AND OFFICE SUPPORT PROVIDER**

Regulatory Law Chambers (RLC) is an established boutique law firm specializing in regulatory matters before the Canada Energy Regulator, Alberta Utilities Commission, Alberta Energy Regulator, and the Court of Appeal of Alberta. We are recruiting for a talented senior level Paralegal who thrives in a dynamic work environment, enjoys a collaborative team atmosphere, and can work closely with legal service provider team members, clients, and industry experts. At RLC you will be part of an experienced group of regulatory professionals including legal experts and strong paralegals, often working on high profile cases, and representing a range of clients in the energy sector including electricity, oil & gas, pipelines, and midstream.

RLC provides competitive compensation, a comprehensive benefits package, a portable workstation, and opportunities for professional growth. We value hard work but also recognize the importance of friendships, families, and having time away to recharge. RLC provides flexible remote working arrangements dependant on legal work requirements and team member needs. The successful candidate will bring a positive attitude and will thrive working in a high performing environment. You are able to work both independently and in a team setting to fulfill the specific responsibilities of the position. The successful candidate will be a quick learner who is self-motivated and has the ability to adapt to changing circumstances and priorities.

### **Responsibilities**

#### ***Paralegal Support***

- Accurate document preparation, drafting, review, revisions and formatting. Provide the final review of the document to ensure accuracy (no typographical errors and correct grammar) including citations accuracy and being compliant with document management policies and protocols.
- Draft documents, such as legal correspondence, regulatory and court submissions, and memoranda. Maintain version control of documents throughout drafting process. Incorporate handwritten and electronic revisions throughout drafting process.
- Timely and accurate completion of submissions and filing at regulatory jurisdictions and courts. Forwarding to clients and other interested parties as required.
- Prepare for hearings by performing tasks such as organizing exhibits and preparing witness binders. Attend hearings as required.
- Monitor and maintain up to date regulatory proceeding records consistent with document management protocols. Keep lawyers and clients apprised of updates and next steps.
- Diarize and manage proceeding deadlines in calendars of lawyers, clients and experts.

- Organize and maintain client matter documents in electronic and paper filing system compliant with office policies and document management protocols.
- Coordinate and schedule client meetings (virtual and in person), including arranging for food service, and preparing boardroom for meetings (as required).
- Attend team meetings with clients and other professionals as required. Draft meeting agendas and minutes as required.
- Correspond with clients, distribute document drafts, consolidate document revisions and inform of filings, as instructed.
- Research of various regulatory related topics including the use of Westlaw, websites of the regulators and company websites. Investigate facts and law of cases and search pertinent sources, such as public records.
- Timely and accurate preparation and distribution of client invoices including time entry, invoice review and revisions for matters assigned in accordance with office procedures.

#### ***Office Support***

- Open new matters in accordance with office policies.
- Enter legal service providers' time (as required).
- Book non-matter related appointments and meetings, make reservations and calendar entries for team members.
- Register legal service providers for conferences and other continuing education events and calendar entries.
- Arrange travel for legal services providers, as required.
- Review of and revisions to monthly regulatory newsletter, finalize, upload to website and blog, distribute email and LinkedIn posts.
- Office organization including ordering stationery and kitchen supplies.
- Keep accurate and complete daily time entries.
- Regular and predictable work site attendance, in person or virtually.
- Ability to work overtime hours when required to fulfill job responsibilities in timely manner. Compensated on an overtime hourly basis.

## **Knowledge and Skill Requirements**

- Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing templates, and other office procedures and terminology.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Demonstrated ability to proactively identify continuous improvements in policies and processes and execute on those improvements.
- Communication – Exceptional inter-personal and communication skills, both oral and written, including the ability to effectively communicate legal and technical information to both technical and non-technical personnel. Demonstration of intellectual rigor.
- Project Management - Ability to manage complex and dynamic tasks involving various internal and external teams, processes and technologies.
- Judgment and Decision Making — Ability to employ sound judgement when considering the relative benefits and detriments of potential decisions, solutions, and outcomes. Ability to exercise independent judgement and discretion in performing tasks.
- Organization – Ability to assess and synthesize materials to organize in effective manner. Attention to detail, effective multi-tasking skills, ability to prioritize competing deadlines and manage several projects simultaneously in a fast-paced and demanding environment.
- Reading Comprehension — Excellent understanding of written materials with an ability to parse out facts, details, and nuance.
- Responsible and respectful – Towards self, job responsibilities, RLC team members, clients and experts. “Can-do” attitude demonstrating initiative, and hands-on accountability for work and work product.
- Speaking and Writing — A command of the English language - with confident communication abilities, and excellent writing skills, including word choice, compositional rules and grammar. Strong analytical, communication and drafting skills.
- Team Player — Enjoys working with others and appreciates the value of other team members, being accountable and trying to understand other points of view. Ability to build relationships across functional groups.
- Time Management — Ability to work under pressure on time sensitive filings, excellent time management skills and the ability to provide support for multiple concurrent filings and matters.
- Coordination - Ability to adjust actions in relation to others' actions and adapt quickly to changing priorities.

### ***Education and Experience Requirements***

- Post-secondary education.
- A minimum of 5 years experience in a paralegal or legal assistant role, specifically in regulatory or litigation, either at a law firm or government agency.
- Experience with the Alberta Utilities Commission, Alberta Energy Regulator or Canada Energy Regulator (or another provincial regulator) is an asset.
- Knowledge and understanding of the Alberta Rules of Court and the litigation process is an asset.
- Excellent technical knowledge of Microsoft Office applications, document management systems, network storage familiarity, and other technical resources.
- Experience in legal drafting.