

Litigation Paralegal

Are you looking for a new exciting opportunity as a Litigation Paralegal with one of Edmonton's most well-established law firms? Do you have meticulous attention to detail, are well organized and able to prioritize multiple files and possess strong computer skills? If so, we would love to hear from you.

Role Responsibilities:

- File documents in various courts using electronic filing where applicable
- Review and proofread outgoing documents to ensure they are correct and comply with legal procedures
- Check for conflicts and submit file opening requests
- Draft general pleadings and court documents, prepare affidavits of records, undertaking responses from questioning, chambers motions (Master and Justice regular and Specials), collection and bankruptcy proceedings
- Organize exhibits, documents, evidence, briefs and appendices for review and trial preparation
- Assist lawyers, paralegals and legal assistants with tasks as assigned
- Access and use online legal resources
- Handle routine accounting procedures: billing, cheque deposits/requests, time entry, etc.
- Other tasks as assigned

Qualifications:

- Successful completion of a paralegal program from a recognized educational institution with a minimum of 5 years related experience or sufficient years of related experience
- Proficiency in Microsoft Office 365 Suite, Adobe Pro, PCLaw or Esilaw and other resources commonly used by the legal profession such as a document management program
- Experience with IPro Eclipse SE, Publish Case and Summation is a definite asset
- The competence to formulate a plan to reach an objective without direction or supervision; understanding Alberta Rules of Court; general knowledge of methods and techniques of legal research and the use of statutes, codes, ordinances and other resources; skill to utilize information from statutes, court decisions, legal documents and policies.
- The capability to conduct a wide variety of research work involving significant initiative, discretion, critical thinking analysis and judgment; prepare routine legal documents without the assistance of a lawyer; read, interpret and apply laws, rules and directions
- Ability to handle multiple assignments and work in a fast paced, high volume, deadline driven environment
- Experience with Alberta Rules of Court and Civil Litigation is required
- Experience with electronic document management systems is required
- Act with discretion and good judgment in regard to confidentiality
- Strong knowledge of Microsoft Office (including Word and Excel)
- Worldox knowledge and PC Law are considered an asset
- Proficient and accurate typing skills, including spelling, grammar, and punctuation
- Excellent organization and file management skills
- Ability to work independently and manage complex workloads with high attention to detail
- Ability to prioritize tasks from multiple sources
- Competent in written and spoken English

To Apply:

Please send resume to Maureen Forbes, Human Resources Manager at mforbes@emeryjamieson.com

At Emery Jamieson LLP we believe diversity, equity, and inclusion should be part of everything we do. We are proud to be an equal opportunity employer. All qualified individuals, regardless of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, sexual orientation, source of income or family status, or any other identifying characteristic are encouraged to apply.

Our team consists of individuals from all backgrounds who contribute diverse perspectives and experiences. We are committed to continuing to build on our culture of empowerment, inclusion and belonging.

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' qualifications most closely match the advertised requirements. Only individuals selected for interviews will be contacted