

## Job description

**Mincher Koeman LLP** are looking for an experienced Family Law Paralegal. As part of this role you will work as an integral part of the legal support team at **Mincher Koeman LLP**. The role will assist the overall team to in achieving the goals of ensuring all processes run seamlessly and clients are provided with timely, efficient, and highly accomplished representation. We recognize that different skills are needed for different roles. The Paralegal role involves working with a team of other paralegals offering group support to the lawyers. This is separate from the assistant role, who work in a more traditional assistant role.

At all levels, **Mincher Koeman LLP** is committed to operating as a team to provide unparalleled service to its clients. If we are highly organized, predominantly paperless, and using the most up-to-date case management and litigation software, then we can best represent the clients seamlessly.

As a Paralegal at **Mincher Koeman LLP** you will work independently, but will also fill a critical role in supporting the larger team with competent, prompt, and detail-oriented results.

### What are the ongoing responsibilities of this role?

- Communicating with Clients without Lawyer Assistance to request and satisfy Disclosure requirements.
- Organizing, auditing and tracking disclosure on all client files as it is received.
- Documenting and maintaining an ongoing database of required, received, and outstanding disclosure needs of all client files.
- Preparing client disclosure for release to opposing co.
- Completing and filing of Disclosure Statement packages with the Courts.
- Communicating with, and keeping the lawyers up to date and informed of the status and completeness of disclosure on all client files.
- Assist in drafting preliminary summaries and inputting data into property charts based on disclosure received from clients and opposing parties.
- Working with Clients to obtain Information regarding Exemptions
- Assist in preparing and organizing Trial and Pleadings binders.
- Working with Clients and lawyers to prepare for trials and Hearings.
- Documenting and tracking undertakings from questioning, whether given by our clients or received from opposing parties.
- Training and mentoring junior staff on the competencies and skills required for efficient and accurate disclosure in order that they may grow and fill in or assist where required.

The Paralegal role is based in a fast-paced, demanding office environment and the position is best suited to an individual who has high detail orientation and is comfortable working with large volumes of documents.

The position requires an individual who is capable of working independently, is computer literate, has a knowledge of Financial Disclosure, and the Family Law System and can work often under tight deadlines, while preparing accurate and detail oriented work. It is important to **Mincher Koeman LLP** that any member of staff recognizes and supports the team culture, is a positive part of the team and their work is critical to the success of the whole of the team.

Because of the nature of the role, the ability to efficiently review large quantities of financial documents, identify the purpose of the documents, recognize what is missing, have excellent client communications skills and organize them according to the requirements of the lawyers in a timely manner is critical for success in this role. We are looking for a results-oriented person who is able to manage competing timelines and tasks in an effective and resourceful manner, while ensuring that all documents are properly categorized and tracked in the case management systems. Lastly, given the nature of the files that **Mincher Koeman LLP** is involved in, the position will require an individual who is able to work with people who are suffering from trauma, often emotional and is able to view sensitive material that some might find disturbing in nature.

**What ideal qualifications would help someone to be successful?**

- Legal Assistant Diploma from recognized Canadian Institution or an Accountancy Background
- 3 to 5 years' experience in document management is preferred.
- Strong attention to detail and quality is required.
- Strong team orientation and partnership skills are required.
- Strong organizational and multi-tasking skills in order to meet deadlines and manage competing tasks and demands.
- Experience in Amicus Attorney Premium, Automated Civil Litigation, and Hotdocs is preferable.
- Strong Proficiency in Microsoft Office applications (Outlook, Word, Excel, Powerpoint).

Familiarity and comfort with working with complex financial documents, and large volumes of paper documentation.

**What makes Mincher Koeman LLP unique?**

In addition to the dynamic and fast-paced environment at Mincher Koeman LLP, we strive to ensure that our employees are rewarded not only with competitive financial compensation and non-financial rewards, but also with a relaxed and supportive environment in which to succeed.

Job Type: Full-time

Benefits:

- Casual dress
- Dental care
- Extended health care
- Paid time off
- RRSP match
- Vision care

Schedule:

- 8 hour shift

Ability to commute/relocate:

- Calgary, AB T2P 3H6: reliably commute or plan to relocate before starting work (required)

Experience:

- legal assistant: 2 years (preferred)
- Paralegals, Legal Assistants & Law Clerks: 2 years (preferred)