



Experienced Family Law Clerk – Newmarket

Company Overview:

Galbraith Family Law is a dynamic and innovative family law firm with offices in Newmarket, Barrie, Oakville and St. Catharines. Our mission is to resolve family conflict with heart and to treat others as we would like to be treated. We are dedicated to providing exceptional service and achieving practical, cost-effective resolutions for our clients. Our team-oriented culture and commitment to excellence make us a top choice for both clients and employees.

Position Overview:

We seek to immediately hire an experienced Family Law Clerk, with a **minimum of two years' experience working directly in Family Law**, for our Newmarket location. This position is permanent, full-time and provides a hybrid work model.

Key Responsibilities:

- Using legal practice management software to docket time, schedule appointments and diarize tasks;
- Open matters and create documents such as Briefs, Financial Statements and Affidavits using DivorceMate;
- Drafting correspondence, including final reporting letters;
- Scanning and saving documents to support a “paperless” work environment;
- A strong working knowledge of the *Family Law Rules* and family court processes, including experience working with CaseLines – Case Center;
- Assist with trial preparation. Prior trial experience is a strong asset;
- Meeting with clients in-person and virtually to assist with preparation, review and signing of documents, including commissioning documents;
- Liaising with clients and supporting them through their family law matter;
- Processing incoming and outgoing materials;
- Support lawyers with file management and the day-to-day operation of their practice.

Qualifications and Key Attributes:

- Successful completion of a post-secondary education in a Law Clerk Program or equivalent approved combination of education and work experience;
- Tech-savvy and well-versed using Microsoft Office products, Adobe, Legal Practice Management Software (Clio experience preferred);
- Strong written and verbal communication skills;
- Organizational skills and the ability to assess priorities, effectively work independently and as a member of a team to meet required deadlines and manage conflicting demands and changing priorities;
- Punctual and reliable;
- Ability to maintain confidentiality and exercise good judgment and discretion in dealing

- with confidential information and/or responding to inquiries;
- A positive attitude and a willingness to embrace and learn new technology.

Why Join Galbraith Family Law?

At Galbraith Family Law, we believe in treating our employees with the same respect and care as we do our clients. Here's why you should consider joining our team:

1. **Hybrid Work Model:** We offer the opportunity to work out of a modern, renovated office space that uses the latest technology and equipment, as well as the opportunity to work from home;
2. **Competitive Compensation:** We offer competitive wages, bonus opportunities, health and dental benefits, and other perks.
3. **Commitment to Excellence:** We go above and beyond for our clients and strive for high-quality service.
4. **Positive Work Environment:** We foster a culture of respect, continuous learning, and work-life balance.
5. **Core Values:** We value family, community, and friendships, always aiming to treat others as we would like to be treated.
6. **Growth Opportunities:** We offer opportunities for professional growth and development.

Ready to Apply?

If this position at Galbraith Family Law sounds like the perfect fit for you, we'd love to hear from you. **Please submit your cover letter and resume to Jennifer Mitchell via Careers@GalbraithFamilyLaw.com.**

Galbraith Family Law Values Diversity - We are an equal opportunity employer and consider applicants for all positions without regard to race, colour, creed, religion, ancestry, national origin, age, gender identity, sex, marital status, sexual orientation, physical or mental disability, use of a guide dog or service animal, military/veteran status, citizenship status, basis of genetic information, or any other group protected by law. People with disabilities who need a reasonable accommodation to apply or compete for a position at Galbraith Family Law, may request such accommodation(s) by sending an email to Janine@GalbraithFamilyLaw.com