



Giesbrecht, Griffin, Funk & Irvine LLP

PARTNERS:

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** Practising as a Professional Corporation*

† Private Adoption Licensee

ASSOCIATES:

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Richard B. Strype, B.A., LL.B. (Retired)

Giesbrecht, Griffin, Funk & Irvine LLP (“GGFI Law”), a growing law firm based in Kitchener, is seeking a law clerk with experience to join our family law department.

Duties include:

- New client screening;
- Managing family law files from beginning to end;
- Liaising between firm lawyers and opposing counsel, clients, court house staff, government agencies, and others;
- Ascertaining and gathering client information in order to meet disclosure requirements;
- Preparing various documents such as correspondence, memos, and court documents
- Tracking diarizations and limitation periods;
- Scheduling appointments, meetings and court dates;
- Some reception duties, when necessary; and
- Handling internal and external communications.

Required background, knowledge and skills:

- Superior organizational skills;
- Ability to process a high volume of documentation with attentiveness to detail;
- Excellent computer skills including proficiency with Divorcemate, PCLaw and the entire MS Office Suite;
- Previous experience in a law clerk or legal assistant position;
- Ability to effectively prioritize and manage a large number of time-sensitive tasks; and
- Ability to creatively problem-solve and independently determine how best to complete assigned tasks.

We offer competitive compensation and benefits.

We thank all applicants for their interest. Please note that only candidates selected for an interview will be contacted. Please email your resume to GGFI Law to the attention of Cidalia Sousa csousa@ggfilaw.com or fax to (519) 579-8745 by no later than March 1, 2018.