

## **Junior Lawyer**

Christensen Law Firm – Cambridge, Ontario  
Contract Position – 14 months

Christensen Law Firm is seeking a junior lawyer of the bar of Ontario. Our firm restricts its practice to unsecured debt collection. We have pioneered mass litigation programs for large credit granters and are changing the way debt collection is done in Canada.

The Junior Lawyer will use their legal knowledge and skills to help the firm secure the prompt and optimal recovery of our clients' unsecured debts. The role requires strong organizational, leadership and research skills, sound legal analysis, strategic thinking, creative problem solving, and persuasive written and oral communication to help the firm effectively use the court process to maximize recoveries for our clients.

### **Role Accountability**

- Effectively managing a high volume of litigation files in a fast-paced environment
- Maximizing recoveries for our clients while complying with all regulatory, firm, and client compliance requirements and providing legal supervision of non-licensees in accordance with By-Law 7.1 of the Law Society of Ontario
- Under the direction of the Senior Lawyers and the other members of the Litigation Management team, ensuring that the firm's litigation files move forward efficiently and effectively by:
  - communicating with our clients to seek information and direction as needed
  - analyzing files to determine suit-worthiness and optimal judgment enforcement strategies
  - proactively reviewing files and legal documents to spot potential issues and prevent or correct errors
  - actively learning and mastering the firm's proprietary processes, the relevant law and the court rules, forms and procedures, working with the Senior Lawyers and other team members to optimize our processes and recoveries
  - drafting a variety of legal documents, including statements of claim, motions, applications, appeals, garnishments, affidavits, facta, minutes of settlement, letters, emails, reports, etc.
  - reviewing and, as required, signing a variety of legal documents, including motions, requisitions for default judgment or garnishment, certificates of completeness, etc.
  - overseeing the electronic registration and withdrawal of writs of execution
  - electronically registering charges and discharges of charges in accordance with negotiated minutes of settlement
  - conducting legal research and preparing legal memoranda and facta
  - representing clients in court at motions, settlement conferences, and other hearings, travelling as required

- diligently docketing time, noting files, and utilizing the firm's various tracking and tickler systems
- Assisting with the preparation and maintenance of our written standard operating procedures ("SOPs")
- Assisting with the preparation and delivery of our in-house professional development training
- Assisting with other tasks and assignments as required

## **Qualifications and Skills**

- Licensed and in good standing with the Law Society of Ontario
- Prior legal and/or people management experience an asset
- Familiarity with Superior Court and Small Claims Court rules, forms and procedures
- Excellent oral and written communication skills, including in legal documents, correspondence, in the courtroom, at the negotiating table and on the phone
- Ability to deal with people persuasively and professionally at all times, including under pressure
- Ability to interpret and implement regulatory requirements and client policies and procedures
- Excellent research, analytical, problem solving, organizational, leadership, coaching, and time and project management skills
- Ability to work effectively both independently and as a team
- Attention to detail in all areas of work
- Computer literacy, including proficiency in MS Word, Excel, PowerPoint and Outlook
- Successful Candidate must agree to and pass a criminal record check and credit check to our satisfaction.

Salary - \$60,000 – \$70,000

Candidates can apply by submitting a resume to [lynn@collectrite.on.ca](mailto:lynn@collectrite.on.ca)

*Christensen Law Firm welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*