

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT

(LEGAL SERVICES DIVISION – ADMINISTRATION & SUPPORT SECTION - LOCATION – 50 MAIN ST. E.)

LEGAL ASSISTANT

SUMMARY OF DUTIES

Reporting to the Manager, Legal Services, provides a comprehensive range of confidential secretarial and administrative support services affecting the operations of the Division. Maintains confidentiality required at law and by the Law Society of Upper Canada.

GENERAL DUTIES

Provides support to management team, lawyers, law clerks and municipal prosecutors in the area of insurance defense and litigation.

Prepares, composes and proof reads correspondence and reports on a variety of confidential and routine matters. Drafts replies on non-routine matters for consideration and signature.

Prepares various legal documents and forms including briefs, Notice of Intent to Defend, Notice of Examinations, Affidavit of Documents.

Maintains a “tickler system” and ensures matters are recorded and brought forward for appropriate deadlines and to ensure that strict limitation periods are met. Ensures deadlines are adhered to and established procedures followed.

Maintains assigned portion of departmental file system by opening, closing and making arrangements for disposition (destruction based on retention period) and off-site storage.

Takes dictation and minutes of meetings. Performs transcription as required.

Schedules Examinations for Discovery and arranges meetings including preparation and distribution of agendas and other materials, booking meeting rooms, arranging set up of presentation equipment and food/beverages as required, and informing participants of same. Co-ordinate and arrange all travel, conference and course arrangements, and follows up as appropriate.

Inputs and retrieves data and generates reports from computer based information systems (i.e. LegalCM, TimeKM, employee training history and outside counsel invoices).

Sorts and distributes incoming and outgoing communications including correspondence and facsimile ensuring urgent matters are suitably expedited. Arranges courier pick up and delivery for packages.

Responsible for ensuring customer services function for the division including answering phones, responding to inquiries, receiving and announcing visitors.

Ensures timely processing of cheque requisitions, expense claims and prepares invoices for payment.

Responds to inquiries and liaises with other departments, government agencies, outside agencies, legal professionals, consultants, Council members and the public.

Assists other secretaries with overflow work.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS:

1. Proven knowledge of legal secretary practices and procedures normally acquired by attaining a diploma in a Legal Secretarial course or an equivalent combination of education and work related experience.
2. Previous experience working in a legal environment.
3. Knowledge of the Ontario Civil Practice Rules of Civil Procedure, Federal Court Rules and Supreme Court of Canada Rules.
4. Ability and willingness to work congenially with multiple lawyers and law clerks and to become familiar with their practices.
5. Ability and willingness to assist with special projects as required advancing the goals and objectives of the Division.
6. Ability to communicate in a professional manner with staff, clients and legal professionals.
7. Strong time management, multi-tasking and organizational skills.
8. A team player with excellent interpersonal skills.
9. Ability to work independently by following instructions with minimal supervision, taking initiative and meeting tight deadlines.
10. Proficient in a computerized environment (i.e. Microsoft Outlook, Word, Excel and PowerPoint). Create and maintain tracking systems for training, invoices, off-site closed file storage and attendance. Demonstrated knowledge and ability to troubleshoot office equipment and act as department lead for IS related matters (i.e. webcasts, desktops, laptops, printers, projectors and fax).
11. Demonstrated ability to communicate effectively both verbally and in writing. Must demonstrate proficiency in Business English.
12. Working knowledge of general accounting principles in order to monitor accounts, maintain routine financial records and calculate invoices.
13. Ability to use general office equipment including telephone, dictaphone, transcription machine, printer, scanner, facsimile, calculator, binding machine and shredder.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE
