

Legal Assistant

#WE-CAS-21-25

2 vacancies

Pay Band 7 - \$50,456- \$65,208 per annum

33.75 hours/week

This position may be assigned at any time to either location as the service needs dictate, however, this particular *work assignment* is located in Windsor at this time.

Summary of Position: The Legal Assistant is responsible for providing administrative support to Legal Counsel, Director of Legal Services, and to provide assistance to other Legal Assistants, as required.

Duties include but are not limited to the following: Schedule consultations for workers with Legal Counsel; schedule meetings with outside counsel, service providers, other Children's Aid Society Workers, police and school officials; prepare all necessary Court documents from a Warrant to Apprehend up to and including trial documents and appeals, or administrative tribunal as required; commission Affidavits and exhibits, as required; draft and type routine correspondence, as required; contact the Trial Coordinator or Clerks of the Ontario Court of Justice or the Superior Court of Justice to schedule Court dates or secure other related information required; maintain up to date schedule of Court appearances, keep accurate diarized deadlines for drafting and filing documents and ensure Legal Counsel and workers are aware of dates; notify workers of document due dates with instructions for completion/revision, and follow up with worker, as required; order Court transcripts; contact Court Report's office for follow up of transcript orders; prepare files for Court including Court attendance forms; amend Crown Wardship Orders, when required, including drafting Motion forms and Affidavits; organizes and keeps up to date filing on internal files including preparing files for closure and storage; work within, update and maintain records within the Provincial Child Protection database.

Qualifications:

- The successful applicant will have a 2-year college diploma in the legal administrative field or a minimum of 5 years' relevant experience.

All Applicants Must: Have the ability to obtain an Agency approved Vulnerable Sector Check – clear of any convictions including pardoned offences.

For further information relating to this position please see the Job Description on the Intranet.

Qualified **WECAS staff** are invited to explore this opportunity by applying on our intranet site quoting the competition # no later than **4:30 p.m. on the dated noted at the top of this posting.**

WECAS is located in a designated bilingual area and therefore those candidates who speak French or other languages shall be given preference. WECAS is committed to equity and diversity in the delivery of services and our work environment. Through our journey of diversity allyship we encourage those from equity seeking groups including Indigenous persons, members of racialized groups (e.g. BACC), persons with disabilities and persons of diverse gender identities, gender expressions and sexual orientations to self-identify in confidence in their cover letter. Furthermore, WECAS is committed to a candidate selection process and work environment that is inclusive and barrier free. Candidates that may require accommodations throughout the recruitment and assessment process must advise us of the nature of the accommodation(s) to ensure your equal participation.