

Legal Assistant

Serving Windsor-Essex since 1920, the McTague Law Firm LLP remains one of the most pre-eminent and established law firms in the area, providing a wide range of legal services to a broad range of clients. We pride ourselves on our client relationships and our ongoing involvement in our community, providing support and services to a number of partners, charities, and not-for-profits. Our team works hard to provide exceptional service, helping our clients to navigate an increasingly demanding and complex legal environment. As a result, our team members are consummate professionals, and we are proud of their contributions to our firm.

We are currently seeking a **Legal Assistant** to join our team.

Job Type: Full-time, Permanent

Salary: From \$22.20/hr, with starting wage determined by experience and qualifications.

Key Requirements

- Previous experience as a Legal Assistant or in an administrative role is preferred. Experience within a law firm or legal environment is an asset.
- Legal Assistant, Law Clerk, or Paralegal Diploma preferred.
- A comprehensive understanding of legal terminology and knowledge of applicable rules and regulations.
- A high proficiency in MS Office (Outlook, Word, Excel) and Document Management software.
- Exceptional technical skills in file organization and documentation preparation, including drafting, amending, editing, comparisons/track changes and database entry.
- Excellent communication skills, both written and verbal, with the ability to interact professionally with clients, lawyers, colleagues, and third parties.
- Strong attention to detail and diligent proofreading skills.
- Ability to work efficiently in a fast-paced environment, both independently and collaboratively, while managing multiple priorities and meeting deadlines.

Key Responsibilities

- Provide legal and administrative support to lawyers throughout the file lifecycle, including liaising with clients, opposing counsel, courts, experts, and other third parties.
- Draft, revise, and proofread correspondence and legal documents.
- Manage files from opening to closing, including document organization, filings, and monitoring key deadlines.
- Process accounts, including entering and proofreading dockets, preparing retainer letters, sending invoices, and following up on outstanding accounts.
- Coordinate meetings and appointments, maintain calendars, and track deadlines.
- Handle incoming and outgoing correspondence, including email and paper mail.
- Maintain organized electronic and physical filing systems.

What We Offer

- Competitive compensation package based on years of service entering the firm, including health and dental benefits, and an RRSP matching program.
- Paid time off including three (3) weeks' vacation minimum and ten (10) personal/sick days.
- Use of advanced and forward-looking technology.
- The ability to work on a diverse range of files with a multitude of clients.

Qualified candidates are asked to submit their application to resume@mctague.law.

Please visit www.mctague.law for more information about our firm.

Applicants who require accessibility accommodations during the recruitment process are encouraged to notify us so that appropriate arrangements can be made. Accommodations are available on request for all stages of the selection process.

We appreciate hearing from all qualified candidates, however, only those applicants whose background and experience match our requirements will be contacted.