



Para Legal

Posted by: FLK Law Firm

Posting date: 22-Nov-2023 **Closing date:** 12-Dec-2023

Education: University Degree

Language: English

Job location: Melfort

Salary: \$56,000

Years of Experience: 4 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ4169485

Expired

Job description:

Paralegal

FLK Law Firm

Melfort, SK

Full-time

F.L.K. Law Firm seeks a paralegal to join our busy law practice in Melfort, Saskatchewan. The ideal candidate will be responsible for collecting and organizing documents and information from various cases at the firm. This candidate should feel comfortable relaying messages between various groups and keeping all records important to the cases they are working on

organized.

The ideal candidate will possess knowledge of legal principles and procedures through experience and the completion of a recognized legal or paralegal educational program. Priority will be given to candidates with one or more of the following qualifications: a degree in law or a law college diploma, in-house training from a law firm, or other experience in legal or paralegal work. This is a full-time position, and remuneration will be based on experience and qualifications and commensurate with industry standards.

Duties will include:

- Drafting of legal correspondence on the basis of solicitor's instructions
- Drafting and preparation of wills, Powers of Attorney, Real estate forms, court forms, affidavits and other legal documents under supervision
- Legal research, including research of documents and precedents
- Interviewing clients and other related parties; assembling and completing forms on the basis of client interviews
- Assistance in preparation for mediation or Collaborative dispute resolution
- General office and clerical duties

Qualifications

- Experience as a legal secretary, assistant, or paralegal
- Bachelor's degree in law or Paralegal degree

Job Type: Full-time

Salary: \$39,638.02-\$56,362.70 per year

Schedule:

- 8-hour shift

Ability to commute/relocate:

- Melfort, SK: reliably commute or plan to relocate before starting work (required)

Experience:

- legal assistant: 3 years (required)

Work Type: On location

Posted on canadianjobportal.com