

LEGAL ADMINISTRATIVE CLERK

Employment Status:	Permanent, Full-time
Compensation Range:	\$32.25 - \$37.73 / 35 hours per week
Location:	London, ON
Union/Non-Union:	Non-Union

POSITION OVERVIEW

The Legal Administrative Clerk provides legal administrative support to the Legal Services Department at Middlesex County. This position is responsible for the preparation of legal and litigation materials, coordinating schedules, meetings, hearings and proceedings. Prioritizes and ensures deadlines are met through coordination of work responsibilities.

The Legal Administrative Clerk is responsible for maintaining accurate legal files, handling correspondence, and supporting the preparation and coordination of legal proceedings. With a strong attention to detail, organizational skills, and knowledge of legal processes, this position plays a critical role in ensuring the efficiency and effectiveness of the Legal Services Department.

QUALIFICATIONS

- Completion of a two (2) year legal assistant, law clerk program or related discipline.
- Three (3) years of experience working as a legal assistant or law clerk.
- Experience working with the Rules of Civil Procedure, including the Superior Court of Justice, Small Claims Court Rules and Ontario Court of Justice.
- Experience with preparing, processing, and editing/formatting various legal documents, including, notices of motion, court forms, pleadings, factums presentations, disclosure and preparing correspondence for signature.
- Current Criminal Record Check that is satisfactory to Middlesex County.
- A valid "G" driver's licence with a clean driver's abstract, and access to a vehicle to travel as required to fulfill job responsibilities.

WHY CHOOSE MIDDLESEX COUNTY?

Middlesex County is a vibrant upper-tier municipality located in Southwestern Ontario. We offer a thriving business climate, easy access to transportation routes, and quality of life with exceptional healthcare facilities, affordable housing, an array of educational opportunities and bountiful recreation and cultural choices in a picturesque setting. The County's administration headquarters are located in London, but Middlesex County is comprised of unique villages, towns and rural communities that have great attractions for residents and tourists.

At Middlesex County, you will have a chance to make an impact in your everyday work and build lasting relationships in the communities in which we live and serve. We offer a culture that values inclusion, diversity of thought, and employee development. We invest in our people to help them leverage their strengths to achieve their career aspirations.

HOW TO APPLY

If you are interested in this opportunity, please submit your cover letter and resume by email to hr@middlesex.ca by **4:30 p.m.** on **March 28, 2025**.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection purposes only.

WHAT WE OFFER

- Flexible Work Opportunities
- Employee Recognition Events
- Professional Development
- Flex Time/Banked Time-Off
- OMERS Pension Plan
- Comprehensive Health and Dental Benefits
- Employee and Family Assistance Program

VISIT OUR CAREERS PAGE

<https://www.middlesex.ca/departments/human-resources/job-opportunities>

Join our team and build a rewarding career!

Middlesex County is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.



MIDDLESEX COUNTY POSITION DESCRIPTION

TITLE: Legal Administrative Clerk
DEPARTMENT: Legal Services – Administration
REPORTS TO: Director of Legal Services
EFFECTIVE DATE: March 2025 **POSITIONS SUPERVISED:** N/A

POSITION SUMMARY:

The Legal Administrative Clerk provides legal administrative support to the Legal Services Department at Middlesex County. This position is responsible for the preparation of legal and litigation materials, coordinating schedules, meetings, hearings and proceedings. Prioritizes and ensures deadlines are met through coordination of work responsibilities

The Legal Administrative Clerk is responsible for maintaining accurate legal files, handling correspondence, and supporting the preparation and coordination of legal proceedings. With a strong attention to detail, organizational skills, and knowledge of legal processes, this position plays a critical role in ensuring the efficiency and effectiveness of the Legal Services Department.

PRIMARY JOB DUTIES & RESPONSIBILITIES:

- Provides legal administrative support to the Legal Services Department.
- Reviews and distributes incoming mail and fax communications; prepares and processes outgoing mail and faxes; and arranges for specialized mail or messenger services as required.
- Receives, screens, and directs incoming calls; responds to routine inquiries from clients and stakeholders; takes and forwards messages as necessary.
- Manages legal files, including the opening and closing of files in accordance with departmental procedures, ensuring accurate record-keeping and compliance with legal requirements.
- Responsible for tracking and maintaining case files, ensuring all documentation is up to date and filed correctly.
- Manages key dates including a bring forward system and updating calendars including meetings, appointments, due dates and client-related activities.
- Prepares, edits, formats, prints, scans and revises correspondence, memoranda, litigation documents, reports, forms, and other material.
- Proofreads documents and checking for appropriate formatting, spelling, grammar



and clarity.

- Assists with the preparation and coordination of hearings and trials; recording and monitoring court/board appearance dates, pleadings and filing requirements.
- Prepares court/board pleadings or other courtroom visuals for review.
- Coordinates service and filing of proceedings with agencies, courts and boards.
- Schedules and coordinates discoveries, expert witnesses or other court/board-designated hearings. Monitoring evidence gathering.
- Maintains an in-depth knowledge of legal terminology, court/board rules and procedures.
- Assists with the entry and finalization of time spent on a legal file, as required/requested.
- Prepares and submits billing for legal services provided to participating municipal partners as directed by the Director of Legal Services, and coordinates with the Finance Department for timely processing and issuance of invoices.
- Performs other related tasks and projects, as assigned, which are in accordance with job responsibilities.

Note: the above represents the major functions of the position but does not preclude the addition of other related functions as required.

MINIMUM QUALIFICATIONS

Education & Experience

- Completion of a two (2) year legal assistant, law clerk program or related discipline.
- Three (3) years of experience working as a legal assistant or law clerk.
- Experience working with the Rules of Civil Procedure, including the Superior Court of Justice, Small Claims Court Rules and Ontario Court of Justice.
- Experience with preparing, processing, and editing/formatting various legal documents, including, notices of motion, court forms, pleadings, factums presentations, disclosure and preparing correspondence for signature.



Knowledge, Skills and Abilities

- Familiarity with various legal documents, e.g., notices of motion, court forms, pleadings, factums, and how one document relates to another.
- Knowledge of specialized legal terminology and phraseology.
- Excellent interpersonal skills with the ability to communicate effectively, both orally and in writing, at all organizational levels, including the political level.
- Excellent organizational and time management skills, including attention to detail, ability to set priorities, meet deadlines, deal with conflicting priorities and work demands.
- Proficiency with MS Office applications (Word, Excel, PowerPoint, Outlook) and Adobe Pro. Knowledge of legal software systems (i.e. ProLaw).
- Ability to exercise independent judgement, diplomacy, and discretion in dealing with legal matters.
- Ability to perform duties with minimal supervision.

Other

- Current Criminal Record Check that is satisfactory to Middlesex County.
- A valid "G" driver's licence with a clean driver's abstract, and access to a vehicle to travel as required to fulfill job responsibilities.

Working Conditions

- Normal hours of work are 35 hours per week, Monday to Friday, with regular hours between 8:30 a.m. and 4:30 p.m.; however, evening or weekend hours may be required to attend Council meetings, meet deadlines, or address other urgent matters.