



PARENTE • BOREAN
BARRISTERS AND SOLICITORS

Job Title: Law Clerk

To support attorneys by assembling and organizing information for legal documents; researching law; assembling case materials; writing reports and memoranda.

Responsibilities

- Research issues before the court.
- Write opinions based on research.
- Participate in the formation of case law.
- Manage exhibits submitted into evidence.
- Interact with chambers staff, court personnel, litigants and the public.
- Review briefs submitted by the parties.
- Verify cited legal authority.
- Draft a variety of legal documents including trial briefs, memoranda and orders.
- Research and analyze complex legal issues in civil appeals.
- Research and write bench memoranda.
- Maintain chambers library.
- Make recommendations regarding the disposition of appeals.
- Draft concise, well-researched opinions, bench memoranda and other legal documents.
- Keep abreast of changes in the law.
- Review dockets of pending litigation.
- Review complaints, petitions, motions, or pleadings.

Requirements

- At minimum, completion of a 2 year College Law Clerk or Legal Administration Program required
- Excellent interpersonal and customer service skills
- Proven ability to work under pressure and maintain strict confidentiality
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Access and Outlook)
- Excellent project management skills and ability to demonstrate innovative thinking and a willingness to work on all aspects of a project
- Exceptional communication skills (written and verbal) with demonstrated attention to detail

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- Excellent organizational and time management skills with the ability to respond to multiple demands, prioritize work activities and manage expectations
- Experience with contract and file management and/or setting up a file management system an asset
- Ability to take initiative and to work independently and as a team member

Please send your resume and applicable documents to hr@parenteborean.com