



## NOTICE OF STAFF OPENINGS

It is hereby drawn to the attention of members of staff of the Children's Aid Society of Hamilton that an opening exists as follows:

**DIVISION:** Legal  
**JOB TITLE:** Legal Assistant  
**TERM:** Temporary Full Time (12- month contract)  
**SALARY:** As per Category 6 of C.U.P.E., Local 5300 ATS Collective Agreement.

### MAJOR RESPONSIBILITIES

1. Generates and formats court documents to be sent to Child Protection Worker and lawyer for completion.
2. Receives all draft documents from Child Protection Workers; reviews with counsel and finalizes the documents.
3. Prepares letters, memos or Motions or delegates another Legal Unit support staff to complete task.
4. Ensures that all court documents are filed in a timely manner and that all documents and affidavits of service are filed with the Court.
5. Manages all in-house and out-of-town service requests from Lawyers, Law Clerks and case managers.
6. Prepares paper legal files for digitization in accordance with agency procedures.
7. All duties as it relates to the scanning and uploading of paper legal files to Laserfiche in accordance with agency procedures.
8. Scans and uploads legal documents to CPIN.
9. Enters Court Appearance Forms into the legal database.
10. Performs administrative duties such as filing, word processing, faxing, e-mailing, photocopying, answering phone, binding documents, directs and distributes mail.
11. Assists counsel with trial preparation; prepares and serves summonses; schedules witnesses; prepares Evidence Act notices; prepares trial records, document brief, new evidence brief.
12. Assists counsel with caseload management and time schedules.
13. Drafts court orders using such materials as the Report of Court Appearance, Judge's Endorsements, Minutes of Settlement, Terms of Supervision, Motions etc. for review by the lawyers of the Legal Unit.
14. Provides coverage to other Legal Assistants in Legal Services, as required.
15. Performs any other duties as may be assigned by the Supervisor or his/her designate including supporting Disclosure tasks as necessary.

### QUALIFICATIONS

1. College Diploma in a Legal Secretarial Program or Law Clerk Program.
2. Secondary School graduation in a business or secretarial program or equivalent and in conjunction with experience in secretarial work at a senior level or experience in the legal field.
3. Familiarity with searching in and application in CPIN, Caseworks.
4. Knowledge of Word, Adobe, CPIN, Divorcemate, PCLaw, CWIS, and Fasttrack an asset.
5. Typing and word processing skills.
6. Excellent communication and organizational abilities.

Applicants to this position understand that a review of their performance and discipline records, attendance, and reference from current supervisor will be taken into consideration in determining interview selection and the successful candidate.



The Children's Aid Society  
OF HAMILTON

La Société d'aide à l'enfance  
DE HAMILTON

Serving Hamilton's children and families since 1894.

Au service des enfants et des familles de Hamilton depuis 1894.

***As an employer, The Children's Aid Society of Hamilton is committed to:***

- ***A culture of inclusiveness and diversity reflecting our diverse service recipients, staff, and community alike.***
- ***Providing barrier-free and accessible employment practices.***
- ***In accordance with the Ontario Human Rights Code providing accommodation supports during the selection and interview process if required.***

Staff members who wish to be considered for this position or to obtain more information, should make their interest known, in writing, to [recruitment@hamiltoncas.com](mailto:recruitment@hamiltoncas.com), within five (5) working days of the posting of this notice. All applicants shall apply to File #042/22.

**DATE POSTED: July 12, 2022**

**DATE COMPETITION ENDS: July 18, 2022 – 3:00 p.m.**