



Diamond and Diamond personal injury lawyers have served clients across Ontario for 40 years practicing in personal injury law. Be a part of our dynamic team to help ensure each client receives the attention and receives the compensation they deserve!

**The role of the Senior Law Clerk consists of the following:**

- File management from intake to trial
- Preparing correspondence, documentation, and reports
- Assisting with preparation for trial and hearings
- Coordinating and monitoring administrative functions to ensure work is completed accurately and within established time frames
- Preparing undertakings list, following-up on productions and undertakings
- Maintaining calendar and bring forwards
- Liase between clients and opposing counsel
- Preparing and typing court documents and pleadings
- Drafting Affidavits of Documents, Motions, Notices of Examination, Trial Records, Dismissal Orders
- Preparation of Medical Briefs
- Effectively track deadlines and timelines

**Skills and Experience:**

- 2-4 years as a law clerk in personal injury/insurance defence
- Law Clerk Diploma from a recognized college
- Knowledge of the Rules of Civil Procedure and court practice and procedures
- Excellent grammar, spelling and proofreading skills
- Superior analytical, organizational and prioritization abilities
- Strong technical skills and proficient in Microsoft Office and Outlook
- Ability to work independently and as part of a dynamic team
- Superior communication skills, both verbal and written
- Ability to work well under pressure in a fast-paced environment while maintaining superb organizational skills
- Ability to always deal effectively and pleasantly with colleagues, clients and 3rd parties
- Strong time management skills, with the ability to prioritize tasks
- Strong attention to detail and accuracy
- Reliable, with an excellent attendance history
- Excellent interpersonal skills
- Willing to assume full ownership over all assigned work

Job Types: Full-time, Permanent