



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 a Production Clerk consists of the following:**

- 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
- Preparing and typing court documents and pleadings
- Drafting Affidavits of Documents
- Preparation of Medical Briefs
- Effectively track deadlines and timelines

**Experience/Skills:**

- Knowledge of the Rules of Civil Procedure and court practice and procedures
- Legal Assistant and / or Law Clerk College Diploma is an asset
- Excellent grammar, spelling and proofreading skills
- Superior analytical, organizational and prioritization abilities
- Able to work independently with minimal supervision
- Strong technical skills and proficient in Microsoft Office and Outlook
- A team player who works well under pressure
- Able to take initiative, set priorities and multitask
- Flexibility and adaptability are essential

**Requirements:**

- Completion of Legal Assistant or Law Clerk Program is an asset
- Minimum of 1 year experience as an Accident Benefits/Tort Legal Administrator/ Law Clerk in Personal Injury Law Firm is an asset
- 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
- Knowledge of Outlook and Word with ability to learn additional software applications with ease

- Excellent interpersonal skills
- Confident and dependable, with strong initiative and ability to work both independently and in a team-oriented atmosphere.
- Willing to assume full ownership over all assigned work
- Exude a positive attitude
- Willing to learn new material

**Job Types:** Full-time, Permanent