

Maxine M. Kerr Family Law & Mediation is hiring an experienced Family Law Clerk/Assistant to join Maxine's practice in Aurora, Ontario.

This position is 4 days per week, with the possibility of full-time.

Primary Responsibilities

- Full range of clerking, assistant, receptionist, administrative and office management duties, as is required to support Maxine's practice.

Qualifications and Skills

- Minimum 3 years of experience in family law, working as a family law litigation assistant and/or law clerk. Senior law clerking experience is welcome.
- Familiarity with new Family Court Covid rules and procedures, including CaseLines training
- Mastery of PC Law, Divorcemate, MS Office and Excel
- Solid understanding of the *Family Law Rules*
- Successful completion of Law Clerk diploma program
- Excellent oral and written communication skills
- Ability to work diligently, independently and to prioritize competing demands
- Strong organizational skills and meticulous attention to detail
- Ability to manage time efficiently and to provide attentive, confident client service
- Client empathy and discretion are essential

This role pays at the high end of the range and offers the opportunity to work in a congenial work environment. Maxine will invest in growth and development. She is committed to ongoing education, including DivorceMate training and other relevant programs, payment of which is part of the competitive compensation package offered.

How To Apply

Kindly email your MS Word resume to info@maxinemkerr.ca, with references, by June 30, 2021.

Maxine would like to fill this position as soon as possible. She thanks all applicants for their interest, however, only qualified candidates will be contacted.

About Maxine M. Kerr

Maxine is a senior family law lawyer and mediator, formerly a partner of one of Canada's largest law firms. She is the Co-Chair Elect of the Association of Family and Conciliation Courts, Ontario Chapter ("AFCC-O"), and a founding member of the York Family Resolution Centre. Maxine is a frequent instructor at continuing legal education programs.