

Position: Legal Administrative
Support, Legal Services

Hours:

35 hours/week
Flexibility is
required (Monday
– Friday
8:30 a.m. – 4:30
p.m.)

Compensation: \$44,134-\$56,328

File No.: FACSFLA-2425-68

**Number
Positions:** of
1

Employment Type: 9 month contract

Location: 817 Division
St, Kingston

Date Posted: November 19th 2024

Closing Date: November 29th 2024_

Position Summary:

This position is responsible for providing general legal administrative assistance to Legal Counsel and staff as a member of the Legal Services team.

Required Qualifications:

- Post-secondary education in Legal Administration or equivalent work experience
- Solid working knowledge and understanding of the relevant portions of the *Child, Youth and Family Services Act, 2017* and Regulations, the *Family Law Rules* and prescribed forms, and the *Courts of Justice Act*
- Experience in the full range of clerical and administrative support duties relating to the provision of legal services
- Advanced word processing skills in Word and applied knowledge of current Windows applications, electronic file creation and management systems, electronic document filing platforms, and legal file sharing platforms and ability to learn new file and data management systems as required
- Exceptional organizational, planning and communication skills as well as the ability to work in a team environment
- Ability to manage multiple assignments with tight deadlines
- Eligible for status as Commissioner of Oaths
- Valid driver's license with access to a reliable vehicle
- Ability to express oneself orally in French, preferred

2. PROVIDE LEGAL SUPPORT TO LEGAL COUNSEL

- Create, organize and maintain electronic Agency court services files, including most current information to assist Legal Counsel in presentation to court.
- Receive, sort, redirect and/or distribute electronic legal correspondence and documents.
- Complete CPIN (or any other electronic case management system) and other electronic data entry for tracking of legal support and legal department functions.
- Attend at Court as required to issue and file documentation in accordance with Family Law Rules.
- Liaise with Court staff on administrative matters. Maintain good working relationships with the Court staff, lawyers and other appropriate agencies.
- Prepare and maintain the electronic Continuing Records for the Society's and the Court's files through the electronic document filing portal (i.e.: Family Submission Online Portal/Justice Services Online) and the legal information sharing platform, (i.e.: Case Lines/Case Centre) in each case.
- Assist with the service of court documents including serving court documents when requested. Prepare Affidavits of Service when service has been affected.
- In consultation with and under the direction of Legal Counsel draft and review court documentation for service and electronic filing with court through the electronic document filing portal and the legal information sharing platforms.
- Ensure the proper transfer of orders to/from other agencies and to receive and send all court related documents and correspondence as related to other agencies or parties.
- Maintain current knowledge of the *Child, Youth and Family Services Act, 2017*, Family Law Rules, *Courts of Justice Act*, and all associated regulations and court forms, CPIN (or any other electronic case management system)
- Prepare all necessary written and/or email correspondence and memos as requested by Legal Counsel.
- Perform general office duties such as filing, maintaining supplies, data entry for statistical purposes, and making and receiving calls on behalf of Legal Counsel.
- Schedule and track all necessary meetings and consults.
- Commission oaths and affirmations.

3. OTHER LEGAL DEPARTMENT FUNCTIONS

- Participate in staff training and orientation of new staff with respect to all administrative aspects of the Society's Legal Services program.
- Participate in the ongoing development of internal Agency legal systems.
- As directed, provide relief for agency receptionists.

4. COMMUNITY AND PROFESSIONAL DEVELOPMENT

- Acquire and update professional skills and knowledge through continuing education.

5. PERFORM OTHER DUTIES

- Perform other duties as required.
 - Attend and participate in staff and team meetings.
 - Participate in Agency committees and working groups.
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How to Apply:

- To apply, please email your resume and cover letter quoting the competition file number and title of position you wish to apply for, to: recruitment@facsfla.ca Interested and qualified applicants are invited to apply in writing by November 29th, 2024.
 - Please include the competition number and the title of the position in the subject line of the email.
 - Please submit cover letter and resume as single attachment.
 - When applying for multiple positions, please submit a separate application for each position following the above instructions.
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For further information, please visit our website: [Family and Children's Services of Frontenac Lennox and Addington](#)

At FACSFLA, we are committed to building an inclusive and diverse workforce to provide the best support to the children, youth and families we serve. In support of our Strategic Priorities, we are seeking members who reflect diverse identities, lived experiences and perspectives to assist the organization in reflecting the community we serve. This is consistent with our obligation under the Ontario Human Rights Code to ensure that our hiring practices remain equitable to candidates from groups protected by the prohibited grounds under the Code.

The Agency will provide support in its recruitment processes to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodations during the interview process, please contact Human Resources at hr@facsfla.ca

While we appreciate all applications, only those selected for an interview will be contacted. We thank all applicants for their interest in FACSFLA and for applying.