



Mi'kmaw
Family & Children's Services
of Nova Scotia

Employment Opportunity

Title: Paralegal Assistant

Status of Employment: Term (6-Month)

Reports to: Legal Supervisor

Office Location: Dartmouth, Nova Scotia

Position Summary:

Organize and maintain documents in a paper or electronic filing systems. Gather and arrange evidence and other legal documents for attorney review and case preparation. Conduct research, prepare affidavits, applications, orders and other pleadings to assist legal counsel in the conduct of each stage of child protection proceedings. May also be requested to help lawyers during trials by handling exhibits, taking notes, or reviewing trial transcripts.

The ideal candidate will be creative, motivated to excel and able to effectively deal with stressful situations, provide leadership, possess an aptitude for research, proven analytical skills, effective interpersonal skills, oral and written communication skills, and the ability to function with a minimum of supervision in a team environment. They will also possess high quality drafting skills.

The essential duties of this position include both administrative and clerk responsibilities, including keeping on top of court dates and deadlines; successfully managing a busy calendar; authoring basic correspondence; anticipating next steps to keep files moving; as well as administrative duties, such as filing and transcribing dictation; preparing pleadings, and affidavits pursuant to instructions.

Must have a careful attention to detail, be extremely organized and work with minimal instruction and supervision.

Duties and Responsibilities:

Under the direction of the Legal Counsel, the Paralegal Assistant is responsible for:

- Legal research, preparation and processing of legal documentation and correspondence relating to legal matters in applications, trials, hearings, adjudications, and appeals, utilizing litigation support software and generally facilitating the litigation process.
- Assisting with litigation case design using litigation support software, review of documents and use of technology to assist in case preparation and disclosure of documents.
- The Paralegal Assistant will be involved in trial preparation, filing of documents and liaising with Court staff.

Qualifications:

- Legal Assistant or Paralegal diploma from a recognized institution
- Prior experience as a Legal Assistant in Family Law considered an asset
- Knowledge of Provincial Government Departments and Agencies
- Must have research skills, including electronic research skills, experience using Microsoft Word, Outlook or similar/transferrable programs, electronic research data bases, and experience in the drafting and preparation of litigation documentation and correspondence
- Must be familiar with and have a working knowledge of the Nova Scotia Civil Procedure Rules, Family Court Rules, the litigation process and Statutes and Regulations of the Province of Nova Scotia

Classification Range: LV5(.80) – LV5 (1.20)

Salary range: \$49,400.00 - \$72,800.00

A resume with a cover letter should be submitted directly to:

Kirstin Ward, Recruitment & Development

Email: Kirstin.Ward@NovaScotia.ca

Application Deadline: Friday February 28, 2025

We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.
