

ArrowHead Recruitments & Consulting

<https://arrowheadconsulting.ca/job/legal-assistant-13111/>

legal assistant

Description

Legal administrative assistants perform a variety of secretarial and administrative duties in law offices, legal departments of large firms, real estate companies, land title offices, municipal, provincial and federal courts and government.

Responsibilities

Here are some of the main activities and tasks that Legal administrative assistants have to perform, and some of the physical demands they involve:

- Prepare and key in correspondence and legal documents, such as deeds, wills, affidavits and briefs, from handwritten copy, shorthand and machine dictation using computers
- Review and proofread documents and correspondence to ensure compliance with legal procedures and grammatical usage
- Schedule appointments, meetings and conferences for employer
- Set up and maintain filing systems, utilizing knowledge of legal records and procedures and frequently controlling confidential materials and documents
- Open and distribute regular and electronic incoming mail and other material and coordinate the flow of information internally and with other departments or organizations
- Determine and establish office procedures and routines
- May supervise and train other staff in procedures and in the use of current software
- May attend court, meetings or conferences to take notes, minutes and dictation
- May perform other general office work as required including preparing financial statements.

Workplaces and employers

Here are the typical workplaces where Legal administrative assistants are employed and some of their main characteristics:

- Municipal courts
- Legal departments of large firms
- All levels of government
- Provincial or territorial courts
- Land title offices
- Law office
- Federal courts
- Real estate firms

Qualifications

Employment requirements

Hiring organization

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Employment Type

Full-time

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

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Job Location

Edmonton, Alberta, Canada

Working Hours

9 AM TO 5 PM

Base Salary

\$ 16.48/hr - \$ 19.23/hr

Date posted

February 10, 2025

Valid through

31.03.2025

This is what you typically need for the job.

- Completion of secondary school is usually required.
- Completion of a one- or two-year college or other program for secretaries or legal secretaries is usually required.