

We are looking for an **Accident Benefits Law Clerk** with 4+ years of experience working in Insurance Defence. The ideal candidate will need strong administrative skills with a solid understanding of SABS and the Rules of Civil Procedure. The role requires an individual with a professional attitude who will provide support to their lawyer(s) and team with an emphasis on delivery of excellent service to our clients. To succeed in this role you will need the ability to manage multiple priorities and deadlines with minimal supervision as well as demonstrate discretion with strong organizational and communication skills.

### **Responsibilities:**

- Drafting pleadings, LAT forms and motion materials.
- Review and organize new file materials from client.
- Paperless briefing of files and summarizing documents.
- Preparation of examinations for discovery, mediation, case conference, pre-arbitration hearings, EUO's, etc.
- Reviewing productions and provide counsel with a pre-discovery (or pre-hearing) list of productions/documents/information to request from counsel.
- Update medical summaries and OCF-18 chart.
- All aspects of arranging Independent Examinations, including retaining experts, and preparing briefs.
- Maintain knowledge and comply with the firm's practice and file management policies and procedures.
- Docket time and billings accordingly.
- Effective management of deadlines and priorities.
- Administrative duties, as required.

### **Skills/Knowledge/Experience Required:**

- Minimum 4+ years experience of Accident Benefits in Insurance Defence.
- College Law Clerk Diploma or Institute of Law Clerks Ontario Certificate
- An understanding of the Statutory Accident Benefits Schedule (SABS) and Rules of Civil Procedure.
- Strong technical skills including Microsoft Office, Kofax PDF, ProLaw.
- Excellent verbal and written communication skills.
- Highly organized with strong time management skills with the ability to multi-task and prioritize deadlines.
- Ability to process a high volume of documentation with excellent attention to detail.
- Flexible and dependable with ability to work in a fast-paced environment with changing priorities.
- Demonstrates discretion, sound judgment and diplomacy in dealing with confidential matters.
- Professional and team-oriented with strong interpersonal and client service skills.

**Respond to:**

Interested applicants should submit their resume by email to [careers@duttonbrock.com](mailto:careers@duttonbrock.com). Please use the subject line “**AB Law Clerk**”. We appreciate the interest of all applicants, however only those under consideration will be contacted.

**Dutton Brock LLP** is committed to providing accommodations throughout the recruitment process in accordance with the Accessibility for Ontarians with Disability Act, 2005. If you require accommodations, please notify us and we will work with you to meet your needs. We are proud to be an equal opportunity employer.

**NO AGENCIES PLEASE.**