

**Dutton Brock LLP** is a mid-sized Commercial Insurance litigation and Insurance Defence firm, dedicated to providing exceptional legal services to all our clients. We offer an excellent work environment with a competitive compensation package.

We are looking for a **Tort Legal Assistant** with 3 – 5 years of experience working in Insurance Defence. The ideal candidate will need strong administrative skills with a solid understanding of the Rules of Civil Procedure. The role requires an individual with a professional attitude who will provide support to their lawyer 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. We are currently operating a hybrid work model, this position is required to be in the office a minimum of two days a week.

### **Primary Responsibilities:**

- Monitor deadlines, send reminders and assist lawyer in preparing and filing timely responses to deadlines.
- Draft, prepare and proofread correspondence and various documents and forms including initial letters to client, and opposing counsel.
- Ensure court filings are completed in an accurate and timely manner.
- Scheduling various events, including but not limited to: examinations for discoveries, motions, mediations and settlement conferences etc.
- Assist in preparation and assembly of briefs and records.
- Prepare releases, consents and orders, and settlement disclosure notices.
- Ensure all physical and electronic filing is organized and up-to-date.
- Fax, scan, photocopy and bind documents.
- Transcribe digital dictation.
- Various administrative support tasks including, but not limited to: managing incoming mail and emails, accounting, opening and closing files, expense claims, and ensuring adherence to client protocols and firm procedures.
- Updating and maintaining lawyer's calendar.
- Other legal and administrative tasks as assigned.

### **Experience/Qualifications:**

- Minimum 3 – 5 years working as a legal assist (Insurance Defence Tort experience is an asset).
- Post-secondary education in legal administration or equivalent.
- Knowledge of the Rules of Civil Procedure.
- Strong technical skills including Microsoft Office, ProLaw
- Excellent oral and written communication skills including strong grammar, spelling and proofreading capabilities.
- Strong organizational, multi-tasking, and time-management skills.

- 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 “**Insurance Defence Tort Legal Assistant**”. 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.**