



**Legal
Services
Society**

Providing legal aid
in British Columbia
since 1979

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www.lss.bc.ca

Administrative Legal Assistant, Family Law Services

Hourly: \$23.12 - \$26.39

The Opportunity

Unique opportunity to use your administrative legal assistant experience and skills with the Legal Services Society. The Family Law Services department is responsible for the delivery of family and child protection legal aid services in BC. This position also coordinates the scheduling of family duty counsel at various locations around BC.

This is a temporary casual position and is anticipated to be vacant until September 13, 2019.

Who We Are

The Legal Services Society provides legal aid to people with low incomes in BC. As a non-profit organization, our goal is to provide legal information, advice, and representation services to some of BC's most vulnerable and marginalized citizens: those who do not have the financial, educational, social or health resources to effectively access the justice system when their families, freedom, or safety are at risk.

Job Duties

You will:

- Use knowledge of the court system, criminal, immigration, and family law to review/act on calls and correspondence from the clients, lawyers and other justice system contacts; identify urgent matters and appropriate action/s required; act on behalf of managers when appropriate
- Monitor, manage and prioritize the duty counsel email inbox
- Maintain family duty counsel schedules for local agents, including data basing into CIS, issuing contracts, adding or deleting approved hours on contracts, rearranging changes to schedules; scheduling duty counsel dates with lawyers
- Prepare schedules and contracts for Family Case Conferences and conflict referrals
- Provide administrative support to committees including preparation and distribution of agendas, materials and minutes
- Coordinate and schedule appointments, meetings and other commitments for managers
- Make travel arrangements for managers

Basic requirements

- grade 12 education supplemented by business and/or legal secretarial course(s)
- minimum 2 years relevant experience as outlined in rated requirements
- minimum typing speed 45 wpm
- advanced skill in MS Word
- Intermediate skill in MS Excel
- Intermediate skill in MS Outlook
- Basic skill in MS Access
- Basic skill in MS PowerPoint
- OR an equivalent combination of education and experience

Rated requirements

- knowledge of court procedures
- knowledge of legal secretarial duties
- knowledge of computers and Windows-based software applications (Excel, PowerPoint, etc.)
- knowledge of LSS policies and procedures an asset
- ability to identify analyze and solve problems
- ability to allocate and process monetary payments
- ability to draft routine correspondence
- ability to organize workload, identify urgent work items, and set priorities
- ability to work well under pressure and meet deadlines
- ability to cope with a heavy workload
- ability to work independently, take initiative and function as part of a team
- ability to be discreet and manage confidential information
- must have excellent interpersonal and communication skills
- must have a strong desire to assist disadvantaged clients
- second language and/or demonstrated awareness of the community's cultural diversity an asset

If you are interested in joining us – visit our careers page for the full job posting at www.lss.bc.ca and apply now!

We would like to thank all external applicants for their interest but regret that only those shortlisted will be contacted. The Legal Services Society is committed to building a skilled, diverse workforce reflective of Canadian Society. We are committed to employment equity and encourage applications from indigenous people, visible minorities, women and persons with disabilities.