



# Employment Opportunity



**Job ID:** #COPE-24-22  
**Job Title:** Legal Administrative Assistant – Lakehead University Community Legal Services  
**Department:** Bora Laskin Faculty of Law  
**Campus:** Thunder Bay, ON  
**Status:** Full Time, Permanent  
**Job Category:** COPE Level 8

**\*Internal COPE employees will be considered first among externals, review of internal applications begins September 19, 2024.**

**Date Posted:** September 13, 2024  
**Closing Date:** September 27, 2024

## Why Lakehead University?

Thunder Bay is one of Canada's top emerging cities. Here you will find a mix of modern city living and the best of nature – all on your doorstep. Thunder Bay provides small city affordability, big city opportunities and the bonus of a superior lifestyle. When it comes to location, nature and cost of living, Thunder Bay is one of the best places to live in Canada. For more on the vibrant city of Thunder Bay, visit [thunderbay.ca](http://thunderbay.ca).

At Lakehead University we challenge the conventional to provide a university experience that is far from ordinary. Your unique ideas will be respected and encouraged. Join our thriving academic community where you can make a real difference through innovation and collaboration.

Lakehead is a comprehensive University with a reputation for innovative programs and cutting-edge research. In 2022, for the third year in a row, Lakehead University was included in the top 100 of the Times Higher Education Impact Rankings. Lakehead is the highest ranked university in the world with under 10,000 students. Maclean's has once again included Lakehead University among Canada's top 10 primarily undergraduate universities in the magazine's 2023 University Rankings.

## About this Job

Lakehead University Community Legal Services is a legal clinic within the Bora Laskin Faculty of Law that provides legal services to low-income clients, as well as an experience based educational program for Lakehead Law students. Our work includes individual case files, teaching, community outreach and public legal education within the District of Thunder Bay.

We are seeking an energetic, highly organized, detail-oriented individual with sound judgement, and excellent interpersonal skills, to join our clinic as a Legal Administrative Assistant. The clinic provides legal services for low-income clients, in the areas of Criminal Law, Provincial Offences, Tenant Rights, Employment Law, and Small Claims/Civil disputes. Our clinic is staffed by a Director, Review Counsel,

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Legal Administrative Assistants, and law students. Familiarity with the legal system and experience with the administration of a busy law office environment is essential.

Reporting to the Clinic Director, this position will work in a team environment alongside another Legal Administrative Assistant ensuring smooth operation of all day-to-day administrative matters at the clinic.

## Job Duties

- Providing administrative assistance to the Director, Review Counsel, and law students as needed;
- Screening and referring calls and determining potential eligibility of clients;
- Acting as a resource for alternate legal and social agency referrals;
- Greeting clients and visitors and direct their enquiries;
- Collating data and tracking statistics using Excel;
- File management (opening, closing, maintaining, storage, archive, and destruction);
- Assisting with document templates involving macros and merging information from file system;
- Tracking court appearances and limitation dates;
- Ordering supplies and promotional materials;
- Acting as the “gatekeeper” and organizer for all incoming and outgoing correspondence;
- Tracking, scanning, and uploading all file documents;
- Attending at Canada Post three times a week to retrieve incoming correspondence and send outgoing mail. Recording and sorting incoming mail, faxes, and deliveries for the clinic;
- Providing ongoing support and direction to students on administrative and office practices and procedures;
- Maintaining and effectively working with our file management software (Clio);
- Conducting client conflict searches;
- Creating invoices and tracking financial transactions in accordance with the requirements of the LSO;
- Managing financial records (bank deposits, cheque requisitions, reports) including deliveries off-site as required;
- Maintaining and generating statistical reports as required by Legal Aid Ontario;
- Liaising with Lakehead’s IT team, Physical Plant and Security operations as necessary for smooth operation of the clinic;
- Entering tickets and trouble shooting difficulties with the clinic’s computer and technology equipment;
- Performing the duties of a Commissioner of Oaths, swearing affidavits and certifying copies of documents as required;
- Updating the clinic’s social media and website, as necessary; and
- Other related duties as assigned.

## Qualifications

This position requires someone with excellent administrative and people skills, advanced computer skills and a good knowledge of the legal system. The ideal candidate will have:

- A post-secondary school degree or diploma (preferred) with at least 5 years of experience in a law office or similar legal environment;
- Knowledge of the legal system and existing legal and social agency resources in Thunder Bay;
- Excellent computer skills including a high level of proficiency with all Microsoft Office software (Word, Excel) as well as Adobe, Google (Mail, Documents, Calendar, and Drive); familiarity with Clio is also an asset;

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- Exceptional attention to detail and a proven ability to balance multiple and competing priorities in a fast-paced environment;
- An ability to work independently and as a part of a team;
- A demonstrated ability in serving low-income clients and persons with disabilities in a respectful and sensitive manner;
- Demonstrated cultural competencies / experience serving Indigenous persons/familiarity with Indigenous communities in Northern Ontario;
- Experience with financial responsibilities (reporting / purchasing / requisitions / banking);
- Diplomacy and discretion when dealing with sensitive and confidential matters; and
- Ability to speak French is an asset.

## Working Conditions

- Office environment

## What do We Offer?

This position offers a competitive remuneration package including salary, comprehensive benefits package, life insurance, pension plan, and tuition waiver.

Lakehead University has a commitment to supporting employees and providing opportunities for flexible and diverse work arrangements. We are proud to share the [Alternate Work Arrangement Guideline](#) as a step to creating innovative schedules that work for our employees to promote a quality work-life balance. Please inquire with the hiring manager if this position is eligible for an Alternate Work Arrangement.

## How to Apply

Interested applicants may apply by clicking on this link to [this Google Form](#) and attaching your cover letter and resume in word or PDF format.

If you are experiencing any issues with the Google Form, please email [careers@lakeheadu.ca](mailto:careers@lakeheadu.ca) for assistance.

**We appreciate your interest; however, only those selected for an interview will be notified. Lakehead University is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, racialized persons, Indigenous people, persons with disabilities and other equity-seeking groups. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements.**

**Lakehead University is committed to supporting an accessible environment. Applicants requiring accommodation during the interview process should contact the Office of Human Resources at (807) 343.8010 ext. 8334 or [human.resources@lakeheadu.ca](mailto:human.resources@lakeheadu.ca) to make appropriate arrangements.**