



THE ACACIA GROUP

613-221-5895
343-888-2619
info@acaciagroup.ca
acaciagroup.ca

Legal Assistants

(Full-Time and Part-Time Positions Available)

Location: The Acacia Group, Ottawa, Ontario (Frequent Remote Work Available)

Job Type: 1 Full-Time and 1 Part-Time Position Available

Salary Range: \$36,000–\$58,000 per year, (pro-rated for the part-time position), commensurate with experience

Reports to: Litigation Counsel and General Manager

Position Summary: Our small, Ottawa-based law firm, which primarily serves clients in the church and charity sector, is seeking two Legal Assistants—one full-time and one part-time. Both roles require organized, adaptable professionals to provide essential support in document management, scheduling, and assisting lawyers with daily administrative and clerk-type tasks. While prior law firm experience is preferred, we welcome candidates with strong administrative backgrounds who can learn quickly and thrive in a legal setting. The positions offer frequent remote work, with occasional in-office requirements in Ottawa.

Responsibilities:

1. Document Preparation and Management

- Draft, format, and review documents such as letters, pleadings, and motions, ensuring accuracy and organization.
- Maintain electronic and paper files, track key deadlines, and support case updates.
- Assist with preparing court forms, correspondence, and other documents using relevant office software.

2. Scheduling and Communication

- Schedule and coordinate appointments, meetings, and court dates for lawyers and staff, managing calendars and reminders efficiently.
- Act as a primary contact for clients, addressing inquiries and providing procedural updates.
- Coordinate meetings with clients, court officials, and opposing counsel, ensuring smooth communication and scheduling.

3. Court Appearance Preparation

- Assist lawyers in preparing for court appearances by organizing exhibits, evidence, and required documentation.
- Track case deadlines and court schedules, providing lawyers with regular updates.

4. Administrative Support

- Perform reception duties, including handling calls, managing emails, and welcoming clients when in the office.
- Assist with billing by preparing invoices, tracking payments, and performing basic accounting.
- Maintain office supplies and ensure a well-organized, efficient workspace.

5. File Management and Confidentiality

- Manage confidential client information in compliance with legal and firm standards.
- Support legal research relevant to cases in the church and charity sector when required.



200-38 Auriga Drive, Ottawa, ON K2E 8A5



THE ACACIA GROUP

613-221-5895
343-888-2619
info@acaciagroup.ca
acaciagroup.ca

6. Case Management Support

- Track ongoing deadlines, case statuses, and action items, ensuring timely follow-up.
- Assist in trial preparation, managing exhibits, client documentation, and case-related correspondence.

Qualifications:

- **Education:** No formal legal-related (clerk/legal assistant) education is required, though preferred; candidates with strong administrative skills and a willingness to learn are welcome.
- **Experience:** Law firm experience is preferred but not required. Proven administrative experience and adaptability are highly valued.
- **Technical Skills:** Proficiency in Microsoft Office Suite and familiarity with legal case management software (e.g., Clio or PC Law) are assets.
- **Knowledge:** Interest in learning Ontario's legal processes and a commitment to supporting clients in the church and charity sector. Demonstrable interest in the charitable sector is an asset.

Skills:

- Strong organizational skills and attention to detail.
- Excellent written and verbal communication abilities.
- Ability to prioritize and manage time effectively.
- Professional and courteous in client service and interactions.
- Ability to work independently, remotely, and within a collaborative team.

Working Conditions:

- **Remote Work:** Frequent remote work with occasional in-office attendance in Ottawa.
- **Hours of Work:** Full-time position up to 37 hours per week; part-time hours to be discussed upon hire.

Application Submission:

- Interested applicants should submit a cover letter and resume to The Acacia Group's General Manager, Todd Anderson, at todd@acaciagroup.ca.
- The resume must include two references.



200-38 Auriga Drive, Ottawa, ON K2E 8A5