



## **Legal Administrative / Legal Disclosure Assistant**

### **Full-Time, Permanent Position – (33.75 hours/week)**

Reporting to the Manager of Legal Services or designate, the Legal Administrative / Legal Disclosure Assistant performs administrative functions for in-house counsel and the department, as well as preparing legal documents as assigned. The Legal Administrative / Legal Disclosure Assistant shares a caseload with their counterpart and provides support to Legal Counsel for the completion of legal documentation required for legal proceedings under the *Child, Youth and Family Services Act, 2017, (CYFSA)*. This position performs a wide range of legal and administrative activities to support and facilitate effective and efficient legal services. This includes overseeing and assisting with the preparation of various types of legal documentation including but not limited to: Child Protection Applications, Notices of Motion, Motion Forms, Affidavits, Status Review Applications, Plans of Care, Affidavits of Service, Settlement Conference Briefs, Statements of Agreed Facts, Information's and Warrants to Apprehend, Trial Records, Answers to Openness Applications, and Court Orders.

The Legal Administrative / Legal Disclosure Assistant ensures the timely completion of legal documents and ensures they are issued, served and filed on time. The Legal Administrative / Legal Disclosure Assistant prepares and distributes correspondence to other legal counsel and self-represented parties and has regular contact and communication with the Court and court staff.

### **Duties Include**

- Prepare court documents for filing before the court.
- Serve or arrange for service of all pleadings.
- Diarize all court dates/adjournments; Bring Forward system to prompt staff
- Prepare legal correspondence/notifications.
- Attend Legal meetings as required.
- Ensure all disclosure requests are documented appropriately in the CPIN database.
- Travel to the district as required.
- Prepare disclosure packages according to Agency policies and procedures, adhering to Part VIII (Adoption Disclosure) and X (Privacy and Access) of the *Child, Youth and Family Services Act, 2017, (CYFSA)*.
- Coordinate with service recipients, legal personnel, and third-party requestors regarding their requests for information.

### **Position Requirements**

- Completion of law clerk program or equivalent combination of education and experience in legal support, legal services, law office, records management, or administrative services.
- Candidates with other academic qualifications and related work experience, plus demonstrated ability, will be considered.
- Intermediate skill levels and experience in Microsoft Office (Outlook, Word, Excel, PowerPoint).
- Accurate and fast word processing skills.
- Attention to detail.
- Demonstrated ability to work in a challenging, fast paced work environment with multiple and changing deadlines: Organizational, coordination and time management skills to determine priorities, meet timelines and manage several assignments simultaneously.
- Excellent communication skills including strong interpersonal, written, and verbal skills.
- Ability to relate and interact with agency legal service providers, co-workers, and community collaterals in a courteous and purposeful manner.
- Ability to assess workflow and administrative functions and to suggest improvements to improve efficiency, manage data and develop effective systems.
- Use of sound judgment and tact to address a range of issues and to problem-solve.
- Ability to work independently, or as part of a team.
- Contribute to a culture of diversity, equity, and inclusion with a commitment to the elimination of disparity and disproportionality in service outcomes.
- Reliable vehicle, safe driving record and valid G Driver's Licence.
- Upon offer of employment, submission of a Current Criminal Records Check, deemed satisfactory to the employer.

### **APPLICATION INFORMATION – Applications Received to 5:00 pm on September 16<sup>th</sup>, 2025**

Please submit a cover letter and resume online at [www.thunderbaycas.ca](http://www.thunderbaycas.ca) "Career Opportunities".

The Society is committed to supporting and advancing equity, diversity and inclusion in our organization and the society in which we serve. As such, we are expressly interested in receiving inquiries and applications from individuals who identify themselves as Indigenous, racialized, or equity seeking in order to better reflect the demographic profile of Thunder Bay and District.

*TBCAS is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code.*

*We thank all applicants; however, only those considered for an interview will be contacted.*