



**DOWNEY TORNOSKY LASSALINE & TIMPANO LAW  
PROFESSIONAL CORPORATION**

**SENIOR FAMILY LAW CLERK/LEGAL ASSISTANT OPPORTUNITY**

**Downey Tornosky Lassaline & Timpano Law**, located in Orillia, is one of Simcoe County's premier law firms. We are currently seeking a senior legal assistant, reporting to our family law lawyer, Leanne Anderson.

**Required Experience/Education:**

The successful candidate will have a minimum of 2-3 years' working experience in the field of family law.

**Primary Duties Include:**

- Preparation of various legal documents such as Financial Statements, Net Family Property Statements, Separation Agreements and family court documents;
- Carriage of family law files from beginning to end, managing all necessary matters from pre-litigation to settlement;
- Attending to court filings, virtually or in-person;
- Proactive interactions with clients, scheduling appointments and responding to client needs;
- Managing and prioritizing incoming calls, mail and emails;
- Opening and closing files, drafting reports and preparing accounts;
- Providing general administrative assistance as required; and
- Bookkeeping experience would be strongly preferred.

**Skill set required:**

- Excellent computer skills;
- Fluent working knowledge of Outlook, Word and Excel;
- Some familiarity with DivorceMate, LEAP and QuickBooks would be considered an asset, but is not essential;
- Detail-oriented with superb verbal and written communication skills;
- Strong organizational skills, with the ability to multitask and work well under pressure with minimal supervision; and
- Strong initiative and ability to work within a team environment.

We offer competitive compensation and benefits, along with long-term opportunities.

If you have the required skills and background and are interested in joining our firm, please forward your resume in the strictest of confidence, to [amarshall@greatlaw.ca](mailto:amarshall@greatlaw.ca).

**Attention: Ally Marshall**

Downey Tornosky Lassaline & Timpano Law

77 Coldwater St. E. Orillia, ON, L3V 1W6

Closing date: April 26, 2024