

LEGAL ASSISTANT

The Ontario English Catholic Teachers' Association, representing 45,000 teachers in Ontario's publicly funded Catholic schools, invites applications for the position of Legal Assistant (level IV).

The Legal Assistant will provide support to four In-House lawyers and one Paralegal to ensure efficient, timely and responsive processes. The Legal Assistant serves as a key point of contact, communicating with members, courts, opposing counsel, adjusters, and other parties.

Responsibilities

Document Preparation

- Assist in the preparation and completion of various labour and employment documentation which includes but is not limited to applications, responses, motion records, pleadings, notices, affidavits, affidavits of documents, books of documents, books of authorities, Human Rights Tribunal of Ontario (HRTTO), and Workers Safety and Insurance Board (WSIB).
- Help prepare for arbitrations, trials and mediations with proactive organization and support
- Review, proofread, and prepare client and other business materials, including client documents, reports, memos, briefings, presentations, forms, and other items ensuring accuracy and completeness.
- Assist with legal research.

Document Management

- Ensure the confidentiality of sensitive information and documentation.
- Arrange for service and filing of documents and related instructions to process servers / agents, and for periodic acceptance of service of documents.
- Coordinate smooth file transfers and ensure accurate document management.
- Manage document scanning, photocopying, and handling incoming and outgoing mail, couriers and emails ensuring time-sensitive materials are received on time.

Scheduling

- Manage lawyer calendars, appointments, deadlines, and scheduling with attention to detail.
- Schedule arbitrations, trials, conferences, discoveries, hearings, and mediations.
- Organize and schedule medical appointments, prepare instructions for experts, and manage relevant documentation.
- Maintain an organized system for tracking important deadlines and follow-up dates.

Required Skills

- Sound understanding of court procedures and the HRTTO, LTD and WSIB Rules.
- Technical proficiency in Microsoft Office applications.
- Attention to detail, proofreading and accuracy are required; proven ability to produce a high quality and quantity of work under tight timelines.
- Strong multitasking, prioritizing, and time-management skills.
- High level of integrity, professionalism, and discretion.
- Responsive and proactive.
- Able to work independently in a fast-paced, team-oriented environment.
- Must have excellent problem solving skills, and the ability to work with little instruction.

Education/Experience

- Post-secondary education in Legal Administration and / or Law Clerk Diploma.
- Minimum of 5 years work experience in a legal environment with exposure to Employment/Labour law.

Desirable

- An understanding of a union environment.

This is a Support Staff position under the COPE collective agreement. Starting salary begins at approximately \$86,632 and increases with experience to a maximum of approximately \$93,506 after 18 months. Support Staff are enrolled in the Ontario Municipal Employees' Retirement System (OMERS) defined benefits pension plan, and employer paid health, dental, and life insurance, where eligible.

Start Date: September 29, 2025 or as soon as possible thereafter

SELF-IDENTIFICATION

The Ontario English Catholic Teachers' Association is committed to employment equity and is actively seeking to ensure a representative workforce. Applicants with lived experience as an Indigenous person or a member of an equity-deserving group are encouraged to self-identify in their covering letter.

- Do you self-identify as First Nations, Métis, and/or Inuit?
- Do you self-identify as a member of a Black community or racialized community?
- Do you self-identify as a person living with a disability?
- Do you self-identify as a woman, man or as gender diverse?
- Do you self-identify as 2SLGBTQIA+ (Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual)?

In accordance with the *Accessibility for Ontarians with Disabilities Act* and all other applicable legislation, The Ontario English Catholic Teachers' Association is pleased to accommodate individual needs for applicants with disabilities within the recruitment process. Please let us know if you require an accommodation to ensure your equal participation in the recruitment and selection process.

Interested parties should submit written applications with résumés confidentially to hr@catholicteachers.ca

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.