

GOSSELIN LAW OFFICE

Diana J. Gosselin*
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Position Available: Legal Assistant

About Gosselin Law Office:

We provide legal services in the areas of family law (primarily), residential real estate, and wills and estates. The office is in a business condominium in West Edmonton with free parking. We have been in this location for 24 years. We are a small firm, currently with one lawyer and one student-at-law. We value knowledgeable legal representation; respectful communications with everyone we encounter; and timely completion of legal matters and responses to inquiries. Learn more at gosselinlawoffice.com

Primary Duties:

Front of house initial and primary contact with clients, opposing counsel, courts, and third parties, via phone, email, mail, and in person;
Schedule consultations, client appointments, court applications, questioning, and all other legal processes;
Coordinate and maintain the lawyers' schedule and calendar, and monitor legal deadlines;
File legal documents with the courts and register documents at the Land Titles Office;
Prepare legal documents with guidance as required, such as Financial Disclosure Statements, Statements of Claim, Statements of Defence, Counterclaims, Applications, Affidavits, Transfers of Land, Wills, Enduring Powers of Attorney, Personal Directives, etc.;
Conduct courthouse and land title searches when necessary;
Open and close files;
Maintain electronic and physical copies of the files, and keep the files organized;
Filing;
Record time and disbursements on the files, and prepare client accounts;
Some office management duties such as communications with computer and internet phone technicians when necessary, arrange for couriers, pick-up the mail, open and close the office, etc.; and
Some basic office cleaning.

Skills and Experience:

1+ year experience as a family law legal assistant;

Proficient with Microsoft 365 and Adobe;

Strong command of verbal and written English communication;

Some familiarity with the Alberta Rules of Court and legislation relevant to family law;

Exceptional attention to detail;

Strong organization and time management skills;

Dependable, punctual and the ability to work independently; and

Eager to learn and a genuine interest in family law, residential real estate, and wills and estates;

Remuneration and Hours of Employment:

A competitive salary, commensurate with experience;

Full-time, Monday to Friday, 8:30 a.m. to 4:30 p.m.; and

Ongoing training.

Application:

Email your resume to diana@gosselinlaw.ca