PROWSE BARRETTE LLP

LEGAL COUNSEL | PATENT & TRADEMARK AGENTS

LITIGATION LEGAL ASSISTANT

Edmonton, Alberta | Full-time, Permanent | In person

About Us

Prowse Barrette LLP is an established and growing law firm located in the heart of downtown Edmonton.

Since 1959, we have built our reputation on professionalism, strong client relationships, high-quality work, and a commitment to doing the right thing. Our continued growth reflects the talent of our people and the values that guide how we work together.

As our litigation practice continues to expand, we are seeking an experienced Litigation Legal Assistant who can step into a busy practice, hit the ground running, and make an immediate contribution.

This is not an entry-level position. We are looking for someone who understands litigation, works confidently and independently, embraces technology, and takes genuine pride in producing excellent work.

Key Responsibilities

- Prepare, draft, revise, proofread, and organize pleadings, correspondence, court documents, and other litigation materials.
- Manage litigation files from opening through conclusion.
- Maintain litigation calendars, limitation periods, filing deadlines, hearing dates, and related scheduling requirements.
- Coordinate discoveries, mediations, examinations, hearings, meetings, and other file-related appointments.
- Assist lawyers across a broad range of litigation matters and practice areas.
- Prepare correspondence, reports, and legal documents.
- Maintain accurate electronic and physical records.
- Support billing, time entry, and administrative processes.
- Communicate professionally with clients, courts, opposing counsel, experts, and external stakeholders.
- Manage multiple files and priorities while maintaining accuracy and attention to detail.

Required Qualifications and Experience

- Minimum three to five years of Litigation Legal Assistant experience, or a combination of relevant education and substantial litigation legal experience.
- Strong experience supporting litigation files and managing court-related deadlines and processes.
- Experience with litigation document preparation, electronic court filings, and file management.
- Experience supporting lawyers across varied litigation matters or managing diverse file types is a strong asset.
- Exceptional organization, accuracy, proofreading, and attention to detail.
- Strong written and verbal communication skills.
- Ability to work independently, manage competing priorities, and contribute immediately in a busy practice.

Technology Requirements

The successful candidate must be technologically confident and experienced with:

- Microsoft Outlook and Microsoft 365
- SharePoint
- Clio or comparable legal practice management software
- Adobe Acrobat
- Justice Digital and electronic court filing systems
- Electronic document and records management workflows

We are looking for someone who works efficiently with technology, learns new tools and processes quickly, and is confident managing electronic records and workflows.

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Our Ideal Candidate

We are looking for someone who takes genuine pride in their work and understands that legal work matters.

- Produces accurate, high-quality work and stands behind it.
- Takes ownership and follows through on commitments.
- Demonstrates professionalism, accountability, and sound judgment.
- Understands that details matter.
- Communicates openly, respectfully, and effectively.
- Is dependable, resourceful, and willing to support the team when needed.
- Values collaboration and positive working relationships.
- Takes satisfaction in helping clients, lawyers, and colleagues succeed.

Most importantly, we are looking for someone who cares.

Someone who takes pride in producing excellent work. Someone who understands that legal work affects real people, businesses, and important decisions. Someone who values strong relationships, supports their teammates, and wants to contribute to the success of the clients, lawyers, and colleagues around them.

We believe the best teams are built by people who are accountable, professional, and genuinely invested in what they do.

Why Join PBLLP?

We recognize that exceptional Litigation Legal Assistants have choices. If you are already successful in your current role, we understand that changing firms is a significant decision.

At Prowse Barrette LLP, we have been serving clients since 1959 and are committed to building for the future. We are proud of the reputation we have earned and the team that has helped build it.

Our growth is not an accident. It is the result of talented people who care deeply about their work, their clients, and each other.

We believe the best workplaces are built on trust, accountability, professionalism, and mutual respect. We work hard, support one another, celebrate successes together, and step up when teammates need help.

We are building for the long term and are looking for someone who wants the same: someone looking for more than their next position and for a place to contribute, grow, and build a career.

We are looking for someone who shares those values and wants to build a long-term career with a stable, growing firm committed to excellence.

What We Offer

- Competitive compensation.
- Comprehensive benefits package.
- Employee Assistance Program.
- Professional development opportunities.
- A collaborative and supportive team environment.
- The opportunity to be part of a growing and respected Alberta law firm.

How to Apply

Please email your resume to resume@prowsebarrette.com with attachments in Word or PDF format. We thank all applicants for their interest; only those selected for an interview will be contacted.