



Dale Streiman Law LLP, an established full-service law firm in downtown Brampton is seeking an ambitious **ESTATES LAW CLERK with Litigation Experience**. Access to a car is required.

Duties and Responsibilities:

- Prepare court documents for Certificate of Appointment of Estate Trustee applications and related estate administration documents.
- Conduct and report on wills notices, creditor and other searches.
- Maintain and supervise the ongoing administration of estates and trusts.
- Assist executors and trustees in the administration of estates and trusts, including the payment of debts and taxes, as well as the distribution of estate assets.
- Monitor estate administrations and flag potential issues for the solicitor in charge.
- Maintain direct communication and correspondence with clients, government ministries and/or agencies, financial institutions, and other third parties. and
- Draft correspondence and various estate documents.
- Review estate accounts prepared by external providers.
- Prepare court documents for applications to pass accounts of estate trustees, attorneys and guardians of property and of trustees.
- Assist litigation counsel in reviewing statements of account in contested proceedings.
- Participate in client meetings.
- Assist in the maintenance of our wills vault and manage progress charts related to ongoing and/or pending files.
- Reception relief duties: answering telephones, directing phone calls, booking/confirming appointments, manage incoming mail and e-mails, welcoming visitors and clients.
- Accounting duties: Attending banks for deposits, certifying cheques etc. (access to a car is required).
- Other duties as assigned.

Qualifications:

- 3-5 years' experience in dealing with estate administration matters with minimal supervision.
- Law Clerk Diploma from a recognized post-secondary program.
- Institute of Law Clerks of Ontario Certified (ILCO) considered an asset.
- Certificate in Estate and Trust Administration (CETA) from STEP Canada considered an asset.
- Current working knowledge of estate related legislation, Superior Court of Justice Rules, and court probate practices and procedures.
- Demonstrated research and problem-solving skills in determining solutions to resolve issues.
- Proven ability to build and maintain strong client relationships.
- Excellent organizational, communication and interpersonal skills.
- Ability to work independently and collaboratively within a team environment.
- Strong technical skills using Microsoft Office (Word, Excel, Outlook, and Calendar) and wills/estates software.
- Strong mathematical skills and ability to work effectively and efficiently under pressure while meeting multiple deadlines

Qualified candidates are invited to submit their application to:

Sharon Hibbert
Manager, Human Resources
Dale Streiman Law LLP
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