



LEGAL AID ONTARIO  
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# job opportunity

**Legal Aid Ontario is committed to promoting access to justice throughout Ontario for low-income individuals by providing consistently high quality legal aid services.**

**Job Title:** Staff Lawyer

**Assignment:** Permanent Full Time

**Location:** Various. Initial placement with LAO's Duty Counsel in Cobourg as Supervisory Duty Counsel

**Area of Search:** Open to Legal Aid Ontario, Clinic employees and external applicants.

LAO is looking for a staff lawyer to serve clients in a number of capacities, in various areas of law. Initially, the successful applicant will spend two years with LAO's Duty Counsel Office in Cobourg as Supervisory Duty Counsel. As part of the Lawyer Workforce Strategy, at the completion of the initial two-year placement, the successful candidate may be further deployed within the organization in accordance with the needs of the organization and the lawyer's career development plan.

In the initial placement, the candidate will:

- Provide advice and representation to persons appearing in court without counsel
- Assist the Area Director in the administration of the duty counsel office
- Prepare and manage staff and per diem duty counsel budgets
- Manage, train and schedule per diem duty counsel, staff duty counsel and paralegal staff
- Review and approve duty counsel statements of account and services and track quality assurance measures
- Draft documents, complete forms and statistical reports
- Act as a liaison between Legal Aid Ontario, the Judiciary, Ministry of the Attorney General and the private bar, including sitting on local bench and bar committees and other consultation groups on behalf of the Area Director
- Some travel required
- Supervise and administer financial eligibility tests in accordance with LAO policy
- Perform other duties and administrative tasks as assigned
- In criminal court, assist in obtaining adjournments, diversions, representation at guilty pleas, speaking to sentence, bail hearings, fitness hearings and occasionally provide assistance at trials in accordance with LAO directives
- In family court, assist in obtaining adjournments, representation at motions, some hearings concerning custody, access or support, case conferences, temporary care and custody hearings, and support enforcement proceedings
- Assist in settlement negotiations
- Review documents and assist in drafting pleadings and other documents
- Act as the Advice Lawyer in the Family Law Information Centre

Required Skills and Experiences

<ul style="list-style-type: none"> <li>• Membership in the Law Society of Upper Canada</li> </ul>	<ul style="list-style-type: none"> <li>• Adaptability and flexibility</li> </ul>
<ul style="list-style-type: none"> <li>• Personal motivation and accountability</li> </ul>	<ul style="list-style-type: none"> <li>• Flexibility, including openness to potential geographic relocation</li> </ul>
<ul style="list-style-type: none"> <li>• Problem solving and judgment</li> </ul>	<ul style="list-style-type: none"> <li>• Teamwork and collaboration</li> </ul>
<ul style="list-style-type: none"> <li>• Commitment to social justice / public interest work</li> </ul>	<ul style="list-style-type: none"> <li>• Focus on quality and best practices</li> </ul>
<ul style="list-style-type: none"> <li>• Client focus</li> </ul>	

Candidates interested in this opportunity must respond by Friday, January 29<sup>th</sup>, 2010

Only applications submitted via email will be accepted.

Please forward your resume to [job.competitions@lao.on.ca](mailto:job.competitions@lao.on.ca).

Be sure to quote the following competition number in the subject line: **LAO-004-10**

Only those candidates selected for an interview will be notified.

*Legal Aid Ontario is an equal opportunity employer.*

**Legal Aid Ontario values integrity, respect, responsiveness, excellence, independence, accountability, openness and consistency.**