

# FINDING WORK



## WHEAT LAW OFFICE

### The Company

Wheat Law Office has been owned and operated as a proprietorship since 1989. As a long established law office in Vermilion, the company provides services in Wills & Estate Planning, Family Law & Divorce, Real Estate & Mortgages, Debt Collection, Corporate & Commercial Civil Litigation.

The company has 4 full time employees and 1 part-time employee.

### The Work

The law office team comprises two lawyers, paralegals (legal assistants), an office manager and clerical staff.

The work environment is a typical, busy legal office requiring strict confidentiality, professionalism and a high code of ethics.

### The Ideal Candidate

The ideal candidate would exhibit the following attributes:

- A team player
- Professionalism and efficiency
- Ability to maintain strict confidentiality
- Ability to develop rapport with clients
- Computer literacy

### Training

Orientation is provided to all new employees. Job specific training is also provided.



### Lawyers

- Must have a Degree in Law from a recognized law school
- Must qualify for membership in the Alberta Law Society

### Paralegals/Legal Assistants

- Require Certificate or Diploma from a recognized college
- Must be proficient in word processing. WordPerfect an asset.
- Typically assist lawyers by interviewing clients, witnesses and other related parties, assembling documentary evidence, preparing trial briefs, and arranging for trials
- Prepare wills, real estate transactions and other legal documents, court reports and affidavits



Vermilion & District  
Chamber of Commerce

Government  
of Alberta



Town of Vermilion

- Research records, court files and other legal documents
- Draft legal correspondence and perform general office and clerical duties.

#### *Office Manager*

- Require accounting background, preferably a Diploma or Certificate such as Accounting Technician, or a Business Management degree or equivalent
- Responsible for human resource management
- Excellent interpersonal skills
- Experience in accounting, budgeting and business management necessary

#### *Clerical*

- Entry level position
- Responsibilities include filing, banking, errands and other clerical duties as assigned
- Completion of Grade XII preferred
- Computer skills an asset, but not necessary

#### **Hours of Work, Pay and Benefits**

The law office is open Monday to Thursday from 8:30 a.m. until Noon and 1:00 p.m. until 4:30 p.m. and on Friday from 8:30 a.m. until Noon. The office is closed on Saturday and Sundays and all Statutory Holidays.

Salary and benefits are provided commensurate with qualifications and experience.

#### **How to Apply**

Vacancies are typically advertised in the local newspapers or legal journals as appropriate.

Interested applicants should apply in person with résumé and references, unless otherwise stated in the job posting, to:

Office Manager  
Wheat Law Office  
5042 49 Ave  
Vermilion, Alberta T9X 1B7

Phone: 780-853-4707  
Fax: 780-853-4499

