



PART-TIME OR FULL TIME JUNIOR REAL ESTATE LAW CLERK, ONTARIO

Small, boutique law firm with legal practice focused on Real Estate, Family Law and Employment Law is looking to hire either a part time or full time Real Estate Law Clerk that provides exceptional service to clients. Remote work is a possibility, however applicants must be in Ontario.

Chancery Law is looking for a Junior Law Clerk focusing on Real Estate, family law and employment law in our Toronto office, and be part of a team who help our clients navigate their legal challenges. The successful candidate's main responsibilities will include assisting in all aspects of real property and in the completion of primarily residential purchase, sale and financing transactions. As this is a junior role, some training will be provided for a candidate that has most of the other role requirements.

Position Requirements

- Law Clerk Certificate or Diploma
- Basic telephone enquiries and general client intake
- Some Scheduling
- Sound Knowledge of Microsoft 365 Office and OneDrive
- Ability to take initiative and also work as a team

Real Estate

- Experience using the Teraview software program
- Experience using Unity real estate software an asset
- Knowledge of legislation relevant to the Real Estate practice area, such as the *Land Titles Act*, *Registry Act*, *Land Registration Reform Act* and the *Planning Act*
- High technology proficiency (including Microsoft Word, Excel, and other relevant software
- Prepare Real Estate Transaction Documents;
- Proficient in Unity, Teraview, and Teranet;
- Order and arrange Title Insurance;
- Request all payout statements and tax bills;
- Prepare Trust Ledgers & Statement of Adjustments;

- Conduct writ searches, title searches, and other off title searches;
- Deal with appropriate tax authorities;
- Prepare reporting letters/accounts to clients and lenders, promptly following completion of file;
- Ability to handle multiple tasks and prioritize competing deadlines
- Excellent verbal and written communication skills
- Dedication to high quality and accuracy with strong attention to detail
- A team-focused spirit and willingness to learn new things, particularly in being productive in a remote environment.

Although the focus of the role will be conducting real estate transactions, there may be some opportunity to assist with the preparation of family law matters.

Family Law (if required)

- Experience using Divorcemate software program an asset
- Knowledge of court practice directions an asset
- Knowledge of legislation relevant to the Family Law practice area, such as the *Divorce Act*, *Family Law Act*, etc, and the Family Law Rules
- Experience completing Family Law court forms, including financial forms, an asset

How To Apply

If you have the required background and an interest in taking your next step at Chancery Law Professional Corporation, please apply in confidence with your résumé and transcripts directly to enquiries@chancerylaw.ca

To protect the health and safety of firm members and visitors and to comply with the recommendations of public health authorities, employment at Chancery Law Professional Corporation will be conditional on the candidate submitting evidence of being fully vaccinated against COVID-19, particularly when staff or client contact is required.

We thank all applicants for their interest, however, only chosen applicants will be contacted. Chancery Law Professional Corporation is committed to fostering a diverse and inclusive work environment.