

## **Senior Litigation Law Clerk or Paralegal Specializing in Plaintiff Civil Sexual Assault, Institutional Abuse and Indigenous Rights**

Rochon Genova LLP is dedicated to upholding the highest standards of equality, diversity and inclusion, as set out in the *Ontario Human Rights Code*, the *Law Society Rules of Professional Conduct* and the *Paralegal Rules of Professional Conduct*. The firm is committed to providing an environment free of discrimination and harassment, where all individuals are treated with respect and dignity, can contribute fully, and have equal opportunities.

Rochon Genova LLP is a leading class action and litigation firm specializing in plaintiff personal injury, and is currently seeking a senior litigation law clerk or paralegal to work in Susan Vella's practice group.

Ms. Vella's practice focuses on representing plaintiffs in civil sexual and institutional abuse and Indigenous rights claims.

The ideal candidate will have a minimum of 10 years of personal injury experience (with an emphasis on tort litigation) and possess the following:

- Member of the Institute of Law Clerks of Ontario or, professional designation as a paralegal under the Law Society of Ontario;
- Sound knowledge of the *Rules of Civil Procedure* and practice directions applying to Superior Court of Justice proceedings in the Toronto Region;
- Expertise in project management techniques in relation to the life cycle of litigation matters;
- Excellent organizational and drafting skills, with high levels of attention to detail and accuracy;
- Excellent analytical thinking and the proven ability to make decisions independently;
- Advanced investigative and research skills (not including legal research);
- Demonstrated success in time management skills and prioritizing tasks in a fast paced, high volume environment to ensure deadlines and clients' need are met;
- Strong computer skills and advanced familiarity with Adobe Acrobat Pro DC (in particular, redaction and sanitizing features);
- Strong service approach with exceptional communication and interpersonal skills to deal effectively with clients, colleagues and

- team members, opposing counsel, experts, government agencies and other third parties;
- Proven ability to work independently, with minimal supervision;
  - Impeccable ethical standards and high levels of personal integrity, diplomacy and confidentiality;
  - Advanced knowledge of the following parallel proceedings:
    - Criminal Injuries Compensation Board (“CICB”) (adjunctive tribunal under the umbrella of Social Justice Tribunals Ontario) proceedings and hearings, together with related Rules and Practice Directions; and
    - Criminal investigations and proceedings;
  - Basic knowledge of other parallel proceedings, such as various regulatory bodies and related professional misconduct, complaints and/or disciplinary proceedings.

The responsibilities of the position are, among other things:

- Extensive contact with clients, colleagues, opposing counsel, experts, court offices (including Criminal Courts and Crown Attorneys), government agencies (including CICB and OHIP Subrogation Unit, etc.), and other various third parties;
- Independently managing and navigating all law clerking duties from intake and pre-litigation through to, and including, trial or resolution, for all matters with the practice group;
- Day-to-day file maintenance, including drafting ongoing correspondence to clients, experts and opposing counsel;
- Preparation of motion materials, especially arising from examinations for discovery and related production issues;
- Identifying relevant documentary and records sources, document gathering and review of documentary evidence (including legislated and historical documents) for privilege, relevancy, sensitivity, third party confidential information (i.e., in line with privacy laws and policies) and to identify and analyze issues and/or concerns, and finalizing documents in relation to discovery disclosure obligations, including initial and ongoing affidavits of documents and answers to undertakings and objections and highlighting privilege concerns;
- Prepare and monitor undertakings and objections for client(s) and adverse parties;
- Drafting portions of CICB applications, and preparation of all related forms; independently respond to requests for information and/or documentation received from the CICB; monitor status of CICB application and schedule hearing dates;

- Mediation and pre-trial preparation, including special damages, third party obligations, subrogated claims and assessable disbursements;
- Trial preparation, including **but not limited to** preparation of documents and *Evidence Act* notices required for trial as required under the *Rules of Civil Procedure* and the *Evidence Act*;
- Preparation of Costs Outlines relevant to the various court appearances throughout the life cycle of the litigation file; and
- Some enforcement proceedings (*e.g., garnishment proceedings, seizures and debtor examinations*).

Financial:

- Competitive salary, commensurate with level of experience
- Extended health benefits
- Permanent position, subject to satisfactorily completing probationary period of 3 months

Please submit applications in confidence to Jennifer Lord at: [jlord@rochongenova.com](mailto:jlord@rochongenova.com) Please note that we will contact only candidates being considered for this position (within 30 days).