



## Law Clerk

The Ontario College of Pharmacists is the registering and regulating body for the profession of pharmacy practice in Ontario. The College as regulator has played a key role in safeguarding our health care system by providing the public with quality pharmaceutical service and care. The mandate of the College is to serve and protect the public and to continue to deliver on its mandate; the College is currently recruiting to fill the position of **Law Clerk in the Legal Conduct department**.

### Position Summary

The Law Clerk is responsible for providing administrative and case management support to the Legal Conduct team by preparing drafts of legal documents, reviewing investigation files in preparation for disclosure briefs and assisting counsel in preparing for all aspects of legal proceedings. Assisting in the preparation of materials for legal proceedings. Maintaining all correspondence / material while adhering to the College's information management principles and guidelines. Coordinating records management needs within the Legal Conduct team, and with the support of records management staff. Responding to calls regarding conduct matters and directing callers to the appropriate resources.

### Responsibilities

- Preparing first draft of legal documents for counsel review, such as notice of hearings, motions and affidavits of service
- Reviewing investigation files and preparing and indexing first drafts of disclosure briefs, for counsel review
- Assisting counsel in the creation of high quality documents and materials for use in legal proceedings, agreed statements of fact, document books, briefs of authorities and pre-hearing conference memos
- Drafting appropriate correspondence for a wide range of situations, for review by counsel.
- Proof-reading and editing legal documents and correspondence to ensure high standards are consistently met
- Sending correspondence in timely manner
- Learning and applying the Discipline Committee Rules of Procedure
- Supporting counsel in all phases of legal proceedings before the Discipline Committee
- Interacting with external counsel, opposing parties, and tribunal representatives in a professional, accurate and positive manner
- Tracking key tribunal and other deadlines and working to ensure the team meets those deadlines
- Maintaining the team's electronic files, including filing of correspondence sent and received.
- Working with information management to ensure timely and consistent archiving of Legal Conduct file material
- Working with the team to track and report statistical information on department activities
- Keeping various internal databases updated and accurate at all time
- Troubleshooting problems and providing guidance to others on the use of internal databases
- Providing feedback on processes and practices within the department, in order to contribute to process improvement
- Coordinating calendars, scheduling meetings, booking rooms and related services
- Arranging and using teleconference and video conferencing systems
- Managing inquiries from various external parties and respectfully answering inquiries with respect to the discipline process
- Learning the relevant legislation and regulations
- Other reasonable responsibilities as assigned by the Manager, Legal Conduct

### Key Attributes

- Experience in a regulatory environment
- Experience in records management is an asset
- Excellent time management and organizational skills
- Proven ability to prioritize workload based on organizational risk and public protection
- Excellent proof-reading skills, including exacting attention to detail
- Tact and diplomacy; ability to deal effectively with stakeholders over the phone and in person
- Judgement and discretion; ability to maintain the confidentiality of sensitive file material and information
- A strong focus on customer service with a positive and professional disposition

- Excellent interpersonal skills; ability to work effectively in a team setting
- Excellent and professional written and verbal communication skills
- Ability to solve problems independently and a willingness to tackle new challenges and upgrade skills when required
- Proficient with a wide range of computer applications, including Microsoft Office, Microsoft Excel, and database management

We are accepting applications provided you have the following qualifications:

- College Diploma or Degree from a recognized institution
- 3+ years work experience as an administrative assistant in a legal environment
- Law Clerk experience
- Experience working with a professional regulator would be considered an asset

If you are interested in joining the College, please forward your cover letter and resume in confidence, by January 18, 2019 stating salary expectations to [hr@ocpinfo.com](mailto:hr@ocpinfo.com).

*OCP is committed to supporting accessibility and diversity.  
Requests for accommodations can be made at any stage of the recruitment process.  
Applicants need to make their requirements known when contacted.*

*We wish to thank all applicants for their interest in this position.  
We will only contact those whose skills, knowledge and experience  
most closely match the requirements of the position.*