



**WHITE
RAVEN**
LAW CORPORATION

16541 Upper Beach Road
Surrey, British Columbia
Canada V3S 9R6
T 604 536 5541 F 604 536 5542
info@whiteravenlaw.ca
www.whiteravenlaw.ca

JOB DESCRIPTION

Position Title: Paralegal
Supervisor: Managing Lawyer

SUMMARY

As a Paralegal at White Raven, you will play a pivotal role in providing comprehensive assistance to our legal team. Your primary responsibilities will revolve around litigation support, meticulous database maintenance, effective records management and office maintenance, and proficient IT management. An empathetic and culturally sensitive approach is essential in this role, as we strive to build a team that values and actively supports the well-being and rights of Indigenous peoples.

CORE RESPONSIBILITIES

Litigation Support

- Work closely with White Raven's lawyers to understand their specific needs;
- Provide timely support for legal research, document drafting, and case preparation;
- Collaborate on special projects, ensuring alignment with legal objectives;
- Assist with all aspects of trial preparation including transcribing, drafting, applications, affidavits, will-says, agreements, orders and other legal documents;
- Assist with legal research;
- Oversee White Raven Law Office's litigation calendar in Clio which will assist in meeting deadlines by maintaining a bring-forward system;
- Ensure accuracy, accessibility, and confidentiality of legal documents and information;
- Coordinate meetings and schedule depositions and discoveries; and
- Book court dates, discoveries and communicate with registries.

Administration

- Oversee the day-to-day functions and maintenance of the office;
- As required, liaise with the Landlords' Facilities Assistant; and
- Oversee travel, meeting and deposition arrangements.

Records Management

- Implement efficient filing systems to streamline retrieval processes;
- Maintain White Raven Law as an electronic office;

- Assisting in management of our document database, SharePoint, records creation, naming, filing and archiving; and
- Archive or purge obsolete folders and files, with strict adherence to White Raven Law's Records Retention, Disposal and Destruction Policies and Procedures.

IT Management

- Serve as the point of contact for IT-related matters;
- Collaborate with NextHop to address technical issues promptly;
- Implement and maintain IT solutions that enhance the overall efficiency of legal operations;
- Ensure that software, electronics, equipment and resources of White Raven Law are continually inventoried, licensed, maintained, and used to the fullest capabilities;
- Oversee the company's telephone and other communication systems;
- Oversee the administration and maintenance of computer stations and software;
- Oversee all in-house help desk responses;
- Oversee external IT support providers when necessary; and
- Manage the purchase of hardware and software products.

ADDITIONAL DUTIES

- Other duties as assigned by supervisor or Principal.

QUALIFICATIONS

White Raven encourages applications from individuals who possess a deep understanding of and respect for the diverse cultures and histories of Indigenous peoples in British Columbia. We are particularly interested in candidates who are knowledgeable about the unique challenges and perspectives of Indigenous communities. Below we list other essential qualifications:

- Interest in Aboriginal and Indigenous Law;
- Completion of a recognized Paralegal at a Canadian institution;
- Minimum of two years Paralegal office experience, preferably in complex litigation involving large amounts of evidence using current technology;
- Knowledge of Canadian and British Columbia legal procedures and terminology, registry practice and procedures and Rules of Court;
- Ability to work under pressure to meet deadlines;
- Must be accurate and detail-oriented;
- Must be capable of interpreting instructions and preparing required documentation;
- Expertise in Microsoft Word, Outlook and Excel;
- Proven experience and willingness to use new technologies and software (experience with Ipro considered an asset).
- Knowledge and experience with litigation databases.