

LEGAL ASSISTANT

Location: Calgary, Alberta

Employment Type: Full-Time, Permanent

Schedule: Monday - Friday [35 hours/week] to be worked within the Firm's operating hours of 8:00 a.m. to 5:00 p.m.

Reports to: Human Resources Manager and works closely with their assigned lawyers on day-to-day file management and client matters.

About JSS Barristers

JSS Barristers is Calgary's largest civil litigation and advocacy boutique law firm. Our lawyers have extensive experience as trial advocates and have appeared at all levels of the Courts of Alberta and Canada, including the Supreme Court of Canada.

We are proud of our collegial environment, and we strive to offer a culture of inclusivity, diversity, and equal opportunity. We welcome applications from members of racialized minorities, Indigenous people, people with disabilities, sexual and gender minorities, and all those with the skills and knowledge to productively engage with diverse communities and contribute to our Firm's excellence and client service. Our Firm seeks to maintain its commitment to excellence and recognizes that increasing the diversity of its people and ensuring an inclusive environment supports this objective.

About the Role

The **Legal Assistant** is responsible for providing comprehensive legal and administrative support to a busy litigation practice. Working closely with lawyers, fellow legal assistants, paralegals, and administrative staff, the Legal Assistant manages assigned files, supports the preparation of legal documents and correspondence, maintains critical deadlines and limitation periods, and helps ensure the efficient delivery of legal services. This role requires a strong understanding of legal procedures and documentation, excellent organizational skills, sound judgment, and the ability to work independently while effectively managing competing priorities in a fast-paced environment.

Key Responsibilities

Duties will include, but not be limited to:

- Drafting correspondence and legal documents using firm-approved precedents or from dictation, handwritten notes, and other instructions.
- Managing lawyer calendars, diarizing deadlines, limitation periods, follow-up dates, and court-related deadlines independently.
- Maintaining, organizing, opening, and closing physical and electronic client files.
- Managing file activity, including tracking timelines, follow-ups, and key milestones.
- Preparing, formatting, revising, and proofreading legal documents and correspondence.
- Handling incoming and outgoing mail, courier packages, and electronic communications.
- Responding to client, court, and third-party inquiries in a professional and timely manner.
- Assisting with document production, service, filing, and other litigation-related processes.
- Entering lawyer time and assisting with billing and account preparation.
- Maintaining accurate client and matter information within firm systems.
- Working closely with lawyers, legal assistants, paralegals, and administrative staff to support client matters.
- Taking ownership of assigned projects and ensuring work is completed accurately and within established deadlines.
- Providing coverage and assistance to other legal assistants as required.
- Performing other related administrative and legal assistant duties as assigned.

Qualifications & Experience

- High school diploma and graduation from a recognized Legal Assistant program (e.g., SAIT, Bow Valley College), or an equivalent combination of education and experience.
- Minimum three years of relevant legal assistant experience, preferably in litigation.
- Demonstrated knowledge of legal procedures, legal documentation, and file management practices.
- Ability to independently manage diary dates, limitations periods, and file deadlines.

- Strong organizational, time management, and communication skills.
- Excellent attention to detail and a commitment to producing accurate work.
- Ability to manage multiple priorities and work effectively in a deadline-driven environment.
- Proven ability to work both independently and as part of a collaborative team.
- Experience with NetDocuments, Actionstep, Intapp, and ACL would be considered an asset.
- Professional, client-service-oriented approach with a positive attitude and strong interpersonal skills.

Key Relationships

- Lawyers
- Business Professionals
- Clients & Opposing Counsel
- Courts, Administrative Tribunals, Experts, Filing Agents, etc.
- Other External Contacts, as Required

Compensation

We offer a competitive compensation and benefits package, with salary based on experience and qualifications.

How to Apply

Please submit your resume and cover letter to Erin Skogman, Human Resources Manager, at skogmane@jssbarristers.ca. If you require an accommodation during the recruitment process, please indicate this in your application.

Application Deadline: Friday, September 18, 2026.