



GILMOUR & BRAUL LAW OFFICE

JOB TITLE: Articling Student

REPORTS TO: Lawyer

PURPOSE: Gilmour & Braul Law Office has offices in Altona, Winkler, and Morden Manitoba and provides legal services in the areas of real estate, wills and estates, corporate/commercial, litigation, and family law. The articling student can expect to gain practical experience at the direction and under the supervision of a lawyer in a wide range of practice areas with a focus on legal research and drafting to support litigation and family files.

DUTIES AND RESPONSIBILITIES

Legal Research and Writing

- Research the applicable law and draft research briefs on various topics
- Draft court pleadings in civil litigation and family law matters

Effective Verbal and Written Communication

- Meet with clients and take notes at client meetings
- Prepare correspondence to clients, opposing counsel, and the court

Prepare and Review Legal Documents

- Prepare and review legal documents, including wills, real estate transaction documents, commercial agreements, etc.

QUALIFICATIONS

- Eligible to graduate with a J.D. in 2019 or equivalent
- Related experience, including interviewing clients and conducting legal research, is preferred
- Computer literacy
- Knowledge of basic legal concepts
- Clear and concise writing
- Attention to detail
- Valid Class 5 Driver's License

WORKING CONDITIONS

This position is intended to be a full time, 12-month term position commencing June 3, 2019 or earlier if desired and based primarily in Winkler with the possibility of time in Altona or Morden.

Please submit your resume, cover letter, and available transcripts to loren@gilmourlaw.ca to the attention of Loren Braul and with the subject line Articling Student Position before **April 19, 2019**.

08/04/2019