

# **Funk's Law Office** Legal Prof. Corp.

*Barristers & Solicitors*

## **Lawyer**

Funk's Law Office Legal Prof. Corp. is currently seeking a competent and experienced lawyer to join our growing practice.

This firm, established in 2010, provides a variety of legal services, with a primary focus on family law.

In this role you will become part of a team and have the opportunity to build your own practice. The ideal candidate will have experience in family law. In addition, an interest or experience in estate law is considered an asset.

### Duties & Responsibilities:

- Proactive management and administration of cases from beginning to end;
- compile and maintain accurate and comprehensive case files and diary database;
- establish and maintain strong collaborative working relationships with clients and office staff;
- develop solutions and determine the best course of action for each client in each case;
- negotiate effectively on behalf of clients and oversee resulting proceedings;
- act as an advocate to our list of clients;
- adhere to a consistent schedule of hearings, court appearances, case related conferences and other communications;
- research and anticipate legal risks;
- contribute to development strategies for the firm;
- other responsibilities as assigned by the owner.

### Qualifications & Requirements:

- A law degree and at least two years' experience in the legal profession;
- active license and in good standing to practice law in the province of Saskatchewan;
- excellent written and verbal communications skills including strong presentation skills;
- strong relationship-building skills;
- solid knowledge of legal best practices;
- demonstrated organizational skills, time management skills, and proven capacity to be detail-oriented;

**202 Avenue H North, Saskatoon Saskatchewan S7L 6B6**

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- a measured approach to conflict resolution with ability to change course of action quickly;
- effective computer skills and competency;
- high level of integrity and professional accountability;
- professional attitude and strong personal ethics;
- ability to work autonomously and as part of a team;
- a vehicle and valid driver's license.

This role represents a great opportunity within a fast-paced, dynamic and challenging environment.

Compensation includes a bonus/incentive structure.

If you are interested and meet the selection criteria, please send your resume and cover letter to Heather Funk, [heatherfunk@sasktel.net](mailto:heatherfunk@sasktel.net)