

BELL, KREKLEWICH & CHAMBERS

BARRISTERS & SOLICITORS

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Our firm is currently seeking a competent and knowledgeable lawyer to join our practice as an Associate for one year and Partner thereafter. Our firm has been in existence for 65 years and draws clients from a large geographic area. We provide a variety of legal services including civil, criminal and family litigation, collaborative law, corporate, real estate, estates and estate planning.

The practice works out of the City of Melville at a professionally appointed 6,000 sq. ft. office that houses a dedicated staff and the latest in technology. The secure technology includes on-site and remote connectivity to all files and office resources, digital dictation with delivery from anywhere in the world, voice to text transcription, voice-controlled software, electronic file management, PCLaw and a complete inventory of electronic precedents.

The City of Melville is a wonderful community in which to raise children with a full complement of amenities, including a recently constructed 25-million-dollar multi-purpose facility and ice surface. Melville is located just 25 minutes from Crooked Lake in the heart of the Qu'Appelle Valley.

Competitive compensation will be negotiated with the successful candidate.

Duties & Responsibilities:

- Represent and oversee client files from start to finish;
- Keep precise, complete and organized case files and diary deadline system;
- Create and uphold professional relationships with lawyers, clients and staff;
- Construct solutions and establish the best course of action for each client;
- Negotiate effectively on behalf of clients and conduct resulting proceedings;
- Observe a timely schedule of hearings, court appearances, case related conferences and other communications;
- Conduct research, anticipate legal risks, weigh options and provide prudent advice to clients.

Qualifications & Requirements:

- A law degree and at least two years at the bar;

- Member of the Law Society of Saskatchewan and in good standing or, if from out of province, will be entitled to become a member of the Law Society of Saskatchewan;
- Expert writing, drafting, and research ability;
- Proficient verbal communication and oral presentation;
- Advanced interpersonal skills;
- Solid knowledge of legal best practices;
- Proven faculties in organization, attention to details and time management;
- Effective computer aptitude and competency;
- High level of integrity and professional accountability;
- Professional attitude, business-mindedness and honourable personal ethics;
- Ability to work autonomously and as part of a team;
- A vehicle and valid driver's license.

Qualified candidates who are interested in this position should send a covering letter and resume by Friday, February 15, 2019 to: Kaitlyn Machim, Office Manager, at kaitlyn@bkc-law.ca. For further information feel free to contact Kevin Bell at 306-728-5468 or kevin@bkc-law.ca.