Experienced Family and Estate Litigation Legal Assistant

Darnell Law Group | Surrey, BC

Darnell Law Group is a growing law firm located in Surrey, B.C. and we are seeking an experienced Family & Estate Litigation Legal Assistant to add to our team.

We know that great legal assistants are at the heart of a successful litigation practice. Your organization, judgment, attention to detail, and ability to stay one step ahead make a real difference, and we believe those contributions should be recognized.

If you are looking for a role where you can take ownership of your work, be trusted to use your experience, and work alongside a supportive and collaborative team, we would love to hear from you.

Why You'll Enjoy Working With Us

We want our team members to build rewarding careers while still having time for life outside the office.

You can expect:

- **Competitive compensation** based on your experience and qualifications
- **Generous vacation entitlement** so you have meaningful time to recharge
- **Comprehensive benefits** to support your health and well-being
- **Workplace flexibility** that supports a healthy work-life balance
- **A supportive and approachable team** where collaboration and respect matter
- **Autonomy and trust** to manage your work and use your experience
- **Interesting and meaningful files** across our litigation practice
- **A growing firm environment** where your ideas, initiative, and contributions are valued

What You'll Do

As an important member of our Litigation team, you will work closely with our lawyers while independently managing the day-to-day requirements of a busy litigation practice.

Your responsibilities will include:

- **Document Preparation & Filing:** Prepare, edit, finalize, and file court documents, pleadings, Financial Statements, Lists of Documents, correspondence, and family law agreements
- **Court & Trial Preparation:** Prepare and organize materials for applications, hearings, mediations, discoveries, and trials in both Provincial Court and Supreme Court
- **Client & Counsel Communication:** Communicate professionally and confidently with clients, opposing counsel, experts, and court registries

- **File Management:** Open, maintain, organize, and close files efficiently and accurately
- **Deadline Management:** Track limitation periods, court deadlines, filing requirements, and follow-up dates
- **Calendar & B/F Management:** Maintain lawyer calendars, appointments, court dates, and bring-forward systems
- **Practice Support:** Anticipate what is needed, keep files moving forward, and help ensure our lawyers and clients are well supported

What You Bring

We are looking for someone who is experienced, organized, dependable, and comfortable taking initiative.

Ideally, you have:

- **At least three years of litigation experience**, preferably with experience in family and/or estate litigation
- Completion of a recognized **Legal Assistant or Paralegal program**
- Strong knowledge of **BC litigation procedures and Rules of Court**
- Experience preparing and filing court materials
- Excellent written communication, grammar, proofreading, and editing skills
- Strong organizational skills and close attention to detail
- The ability to manage competing deadlines and prioritize effectively
- Confidence working independently while also enjoying being part of a team
- A proactive approach and the ability to anticipate next steps
- Proficiency with **Microsoft Word and Excel**
- Experience with **Clio** is an asset

A Great Fit for the Right Person

You may be especially happy here if you are someone who takes pride in doing excellent work, likes having ownership over your files, and appreciates being part of a team where people support one another.

We are looking for someone who wants more than simply their next job. We hope to find someone who wants to become a valued, long-term member of our firm.

Ready for your next opportunity?

If you are an experienced litigation legal assistant looking for a supportive firm where your skills, judgment, and contribution will be genuinely valued, we would be pleased to hear from you and send your resume to our Chief Operations Officer, Erin Browne (ebrowne@dlglawyers.ca).