

# Key Research Findings

This analysis was based on the pre-determined criteria and measures listed below:

Section	Description	Measures
<b>Student Demand</b>	<p>Includes an assessment of OCAS (2007 - 2011) enrolment data at other colleges in terms of mean growth rate with a specific focus on Fleming's direct competitors where appropriate (Georgian, Sheridan, Seneca and Durham)</p> <p>Trends in certificate, diploma, degree, apprenticeship and continuing education (where available).</p> <p><b>Click Below to Access Full Source Document:</b>  <a href="#">Fall Enrollment Trend</a></p>	<ul style="list-style-type: none"> <li>● Strong = Fleming enrolment growth is outpacing system and is equal to or greater than 3%</li> <li>● Moderate = Fleming enrolment growth is equivalent to system demand and is between 1.0 to 2.9%</li> <li>● Weak = Fleming enrolment growth is less than the system demand and is less than 1%</li> </ul>
<b>Labour Market</b>	<p>Includes projected employment rate growth based on a consolidation of various Ontario, Canadian, and US sources including HRSDC, Sector Council Reports US Bureau of Labour Statistics, and the MTCU Employment Profile.</p>	<ul style="list-style-type: none"> <li>● Strong = Between 5-6 positive labour market indicators</li> <li>● Moderate = Between 3-5 positive labour market indicators</li> <li>● Weak = Between 1-2 or no positive labour market indicators</li> </ul>
<b>Competitive Analysis</b>	<p>Includes the number of actual colleges offering the program as well as the ratio of applications to acceptances at Fleming compared to other colleges and specific comment about Fleming's direct competitors where appropriate (Georgian, Sheridan, Seneca and Durham)</p> <p><b>Click Below to Access Full Source Document:</b>  <a href="#">Fall Conversion Report</a></p>	<ul style="list-style-type: none"> <li>● Strong = Fleming conversion ratio is greater than 2 below the system</li> <li>● Moderate = Fleming conversion ratio is 1 above, below or equal to the system</li> <li>● Weak = Fleming conversion ratio is greater than 2 above than the system</li> </ul>
<b>Financial Analysis</b>	<p>Includes a review of Contribution to Overhead (CTO) for existing programs (2010-11)</p> <p><b>Click Below to Access Full Source Document:</b>  <a href="#">Costing Analysis</a></p>	<ul style="list-style-type: none"> <li>● Strong = CTO is greater than 35%</li> <li>● Moderate = CTO is between 30 - 34%</li> <li>● Weak = CTO is between 20 – 30%</li> </ul> <p><b>No Contribution = 19% or less</b></p>

## Key Research Findings

<b>Key Performance Indicators</b>	<p>Includes KPI trends from the Key Performance Indicator Summary 5 Year Historical Overview KPI Data from Reporting Years 2008-2012.</p> <p><b>Click Below to Access Full Source Document:</b> <a href="#">Key Performance Indicators</a></p>	<ul style="list-style-type: none"><li>● Strong = Above system average in 6-7 indicators</li><li>● Moderate = Above system average in 3-5 indicators</li><li>● Weak = Above system average in 0-2 indicators.</li></ul>
<b>Resource Analysis</b>	<p>Requires school level assessment regarding space, technology, capital equipment and human resources. Recommendations from recent Program Review Reports included here</p>	

# Key Research Findings

## Law Clerk (52611)

### Student Demand<sup>1</sup>

• **WEAK**

The following information consists of OCAS yearly student fall registration data as well as a mean growth rate and average student registration for each program under these categories:

#### Diploma

- There are currently 13 colleges offering this program, one of which is direct competitors with Fleming
- Fleming has a mean growth rate of **-20%**, lower than the system growth rate of **-3%**
- The direct competitor, Seneca, has a higher mean growth rate **(1%)** than Fleming
- Overall, Boreal has the highest mean growth rate **(41%)** and Fleming has the lowest **(-20%)**
- Humber has the highest average registration of **182 students** and Boreal has the lowest of **18 students**

#### Advanced Diploma

- Durham is the only school to offer this program, which has experienced a **-1%** mean growth rate and an average registration of **168 students**

#### Degree

- Humber is the only school to offer this program, which has experienced a **53%** mean growth rate and an average registration of **93 students**

<sup>1</sup> Registration data obtained from the Program Counts by Applicant Type Report (RPT0050P) in the OCAS Reporting and Analytics Cube December 7, 2011. Some programs/colleges may not be included because they were missing MCU codes in the OCAS dataset Prepared by Fleming Data Research (07-2012)

# Key Research Findings

## Diploma

Program: 52611 - LEGAL ASSISTANT

	2007	2008	% Change (07-08)	2008	2009	% Change (08-09)	2009	2010	% Change (09-10)	2010	2011	% Change (10-11)	% Mean Growth Rate (07-11)	5 Year Average Reg. Students
ALGONQUIN	128	122	-5	122	129	6	129	128	-1	128	138	8	2	129
CANADORE	22	21	-5	21	21	0	21	17	-19	17			-8	20
CENTENNIAL	55	46	-16	46	68	48	68	63	-7	63	43	-32	-2	55
COLLÈGE BORÉAL	21	16	-24	16	19	19	19	8	-58	8	26	225	41	18
FANSHAWE	94	85	-10	85	75	-12	75	91	21	91	87	-4	-1	86
FLEMING	37	28	-24	28	25	-11	25	24	-4	24	14	-42	-20	26
HUMBER	193	198	3	198	188	-5	188	186	-1	186	145	-22	-6	182
LA CITÉ COLLÉGIAL	34	22	-35	22	33	50	33	40	21	40	23	-43	-2	30
LAMBTON										38				38
NIAGARA	67	87	30	87	78	-10	78	76	-3	76	74	-3	4	76
NORTHERN	15	12	-20	12	25	108	25	20	-20	20	26	30	25	20
SENECA	168	182	8	182	162	-11	162	170	5	170	171	1	1	171
ST. CLAIR	45	45	0	45	40	-11	40						-6	43
<b>Total</b>	<b>879</b>	<b>864</b>	<b>-2</b>	<b>864</b>	<b>863</b>	<b>0</b>	<b>863</b>	<b>823</b>	<b>-5</b>	<b>823</b>	<b>785</b>	<b>-5</b>	<b>-3</b>	<b>843</b>

## Advanced Diploma

Program: 62611 - LEGAL ADMINISTRATION

	2007	2008	% Change (07-08)	2008	2009	% Change (08-09)	2009	2010	% Change (09-10)	2010	2011	% Change (10-11)	% Mean Growth Rate (07-11)	5 Year Average Reg. Students
DURHAM	180	154	-14	154	158	3	158	176	11	176	172	-2	-1	168
<b>Total</b>	<b>180</b>	<b>154</b>	<b>-14</b>	<b>154</b>	<b>158</b>	<b>3</b>	<b>158</b>	<b>176</b>	<b>11</b>	<b>176</b>	<b>172</b>	<b>-2</b>	<b>-1</b>	<b>168</b>

## Degree

Program: 82611 - BACHELOR OF APPLIED ARTS - PARALEGAL

	2007	2008	% Change (07-08)	2008	2009	% Change (08-09)	2009	2010	% Change (09-10)	2010	2011	% Change (10-11)	% Mean Growth Rate (07-11)	5 Year Average Reg. Students
HUMBER	65	58	-11	58	63	9	63	69	10	69	209	203	53	93
<b>Total</b>	<b>65</b>	<b>58</b>	<b>-11</b>	<b>58</b>	<b>63</b>	<b>9</b>	<b>63</b>	<b>69</b>	<b>10</b>	<b>69</b>	<b>209</b>	<b>203</b>	<b>53</b>	<b>93</b>

# Key Research Findings

## Labour Market

• **STRONG**

### Employment Ontario<sup>2</sup>

#### Paralegal and Related Occupations (NOC - 4211)

- Employment Ontario Rating (2009-2013):
  - **Good**
- Education/Training
  - “Legal assistants and paralegals in law firms require a bachelor's degree in law or a college diploma in a legal assistant or law clerk program or in-house training from a law firm or other legal establishment. Paralegals must also be licensed by the Law Society of Upper Canada. After June 30, 2010, all applicants for licensing as a paralegal must have graduated from an accredited legal services program.”
  - “Public notaries require the completion of a one-year university public notary course and in-house training in a law office, notaries public office, bank, trust company, insurance or real estate firm. Public notaries require a provincial license.”
  - “Trade-mark agents require two years of in-house training under the supervision of a registered trade-mark agent and successful completion of an examination conducted jointly by the Intellectual Property Institute of Canada and the Registrar of Trade-marks, or either one of the above. Trade-mark agents must also be licensed to practice law. Trade-mark agents require registration with the federal Registrar of Trade-marks.”
- Demand
  - “Paralegal services are affected by legislative rules governing paralegals' right to practice in various legal domains, as well as the overall economic environment. Paralegals are now able to do routine legal services typically done by attorneys. In an attempt to reduce costs, employers are opting to hire paralegals to conduct duties once performed by lawyers. There is also a trend towards specialization among paralegal firms. All of this is expected to create good employment opportunities for this group. It is expected that demand for these professionals will increase as awareness of their services grows.”

<sup>2</sup> "4211 Paralegal and Related Occupations ." *Employment Ontario*. N.p., n.d. Web. 22 June 2012. <[http://www.tcu.gov.on.ca/eng/labourmarket/ojfp/pdf/4211\\_e.pdf](http://www.tcu.gov.on.ca/eng/labourmarket/ojfp/pdf/4211_e.pdf)>.

# Key Research Findings

## HRSDC<sup>3</sup>

### Paralegal and Related Occupations (NOC - 4211)

- Job Openings (2011/2020): **171,200**
- Job Seekers(2011/2020): **154,893**
- Post Secondary Education Graduates: **137,222**
- “Based on projections and considering that labour supply and demand in this occupation were balanced, it is expected that the number of job seekers will remain sufficient to fill the job openings over the 2011-2020 period. The annual difference between supply and demand is very small, representing only 0.4% of employment in 2010. Job openings will arise from strong employment growth as well as retirements. Expansion demand will be above the average, given the major needs in the social services sector and the increased demand for daycare service workers as a result of the recent increase in births. While the number of retirements will be high, the retirement rate will be slightly lower than the average as workers in this occupation are generally younger. In terms of supply, the majority of job seekers over the projection period will come from the school system. Immigrants will also represent an appreciable source of job seekers. However, a large number of workers will leave this occupation for others, in particular, to become social workers (NOC 415), which will create additional replacement needs in this occupation. In fact, this occupation accepts many graduates who have a university diploma, but are unable to find a job related to their field of study.”

## US Bureau of Labour<sup>4</sup>

### Paralegals and Legal Assistants (SOC – 23-2011)

- Employment Growth (2010/2020): **Increase 18%**
  - **256,000** (2010) to **302,900** (2020)
- “As employers try to reduce costs and increase the efficiency of legal services, they are expected to hire more paralegals and legal assistants. Following the cutbacks experienced during the recent recession, some law firms are rebuilding their support staff by hiring paralegals. Paralegals can be a less costly alternative to lawyers and perform a wider variety of duties, including tasks once done by lawyers. This will cause an increase in demand for paralegals and legal assistants.”
- “In addition, paralegals’ work is less likely to be off-shored than that of other legal workers. Paralegals routinely file and store important documents and work with lawyers to gather documents for important transactions, hearings, and depositions. They frequently handle documents and take statements, which must be done in person.”

<sup>3</sup> "Paralegals, Social Services Workers And Occupations In Education And Religion, N.E.C. (421)." *Human Resources and Skills Development Canada*. N.p., n.d. Web. 22 June 2012. <<http://www23.hrsdc.gc.ca/occupationsummarydetail.jsp?&tid=61>>.

<sup>4</sup> Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2012-13 Edition, Paralegals and Legal Assistants, Web. <http://www.bls.gov/ooh/legal/paralegals-and-legal-assistants.htm>, June 22, 2012.

## Key Research Findings

- “Law firms will continue to be the largest employers of paralegals, but many large corporations are increasing their in-house legal departments to cut costs. For many companies, the high cost of lawyers and their support staff makes it much more economical to have an in-house legal department rather than to retain outside counsel. This will lead to an increase in the demand of legal workers in a variety of settings, such as finance and insurance firms, consulting firms, and health care providers.”
- “However, demand for paralegals could be limited by law firms’ work- loads. When work is slow, lawyers may increase the number of hours they can bill a client by doing tasks that were previously delegated to paralegals. This may make a firm less likely to keep some paralegals on staff or hire new ones until the work load increases.”

### Sector Council Report<sup>5</sup>

- “Ontario is the only province/territory in Canada to regulate this profession.”
- “To be registered with the Law Society of Upper Canada they must:
  - Complete all requirements of the Paralegal Licensing Process
  - Submit all required documentation
  - Pay any outstanding fees by the prescribed deadlines”
- [Canadian Association of Paralegals](#)
- [The Law Society of Upper Canada](#)
- [Institute of Law Clerks of Ontario](#)
- [Paralegal Society of Ontario](#)

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<sup>5</sup> “Paralegal Licensing Process - Home Page.” *The Law Society of Upper Canada*. N.p., n.d. Web. 22 June 2012. <<http://www.lsuc.on.ca/licensingprocessparalegal/>>.

# Key Research Findings

## Employment Profile<sup>6</sup>

In 2010-2011, **39.9%** of graduates were employed in a full time position which related to this program of study provincially

Business Legal			
Total Graduates:	1,194	Total Graduates in Survey:	788
		Response Rate:	68.6%

594 graduates were reported after the survey window had closed. While program information for these graduates has been included wherever possible, these graduates are not included in survey results, such as response rates.

### Programs in Business Legal

Programs	Duration	Total Grads	Total in Survey	Total in Labour Force	Colleges
Court And Administrative Tribunal Agent	Post Diploma	39	17	17	Durham
Court And Tribunal Administration	2 Years	16	9	6	Seneca
Court And Tribunal Agent	2 Years	416	273	216	Algonquin, Durham, Humber, Seneca, Sheridan, Sir Sandford Fleming
Law Clerk	2 Years	623	424	342	Algonquin, Boreal, Canadore, Centennial, Fanshawe, Humber, La Cité, Niagara, Northern, Seneca, Sir Sandford Fleming, St. Clair
Legal Administration	3 Years	53	32	24	Durham
Paralegal Studies – Bachelor Of Applied Arts	4 Years	47	33	28	Humber

### Summary of Survey Data

	Program Cluster	All Programs
Survey Population	788	50,622
Labour Force Participation	80%	74%
Employment Rate <sup>a</sup>	79%	83%
Employed Part-time <sup>a</sup>	11%	18%
Employed Full-time <sup>a</sup>	68%	65%
Average Annual Earnings – Total	\$32,384	\$33,199
Average Annual Earnings – Female	\$31,512	\$31,897
Average Annual Earnings – Male	\$38,060	\$34,607
Graduate Satisfaction	74%	79%
Employer Satisfaction	93%	93%

a. As a percentage of graduates in the labour force.

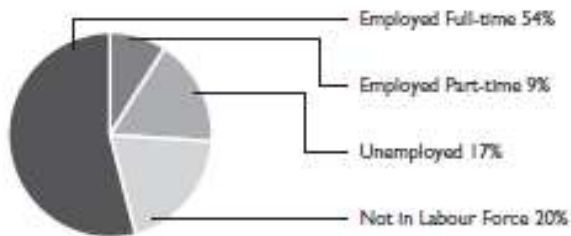
<sup>6</sup> "Employment Profile." Ontario. N.p., 2011. Web. 19 July 2012.  
<<http://www.tcu.gov.on.ca/pepg/audiences/colleges/serials/eprofile09-10/profile10.pdf>>.



# Key Research Findings

## Business Legal

### Graduate Outcomes for Program Cluster (as a percentage of all respondents)



### Top Five Industries of Employment

	#	%
Professional, Scientific and Technical Services	274	57.4%
Food Services and Drinking Places	16	3.4%
Administrative and Support Services	14	2.9%
Clothing and Clothing Accessories Stores	14	2.9%
Various* (each at this level of participation)	13	2.7%

\* Food and Beverage Stores; Insurance Carriers and Related Activities

### Top Five Occupational Categories

	#	%
Paralegal and Related Occupations	258	53.4%
Retail Salespersons and Sales Clerks	25	5.2%
General Office Clerks	15	3.1%
Receptionists and Switchboard Operators	14	2.9%
Customer Service, Information and Related Clerks	13	2.7%

# Key Research Findings

## Business Legal

### Summary of Graduate Outcomes by Program

	Full-time Employed, Program Related		Full-time Employed, Program Unrelated		Part-time Employed, Program Related		Part-time Employed, Program Unrelated		Unemployed		Not in Labour Force	
	#	%	#	%	#	%	#	%	#	%	#	%
Court And Administrative Tribunal Agent	6	35.3	4	23.5	1	5.9	2	11.8	4	23.5	—	—
Court And Tribunal Administration	4	44.4	—	—	—	—	1	11.1	1	11.1	3	33.3
Court And Tribunal Agent	90	33.0	46	16.8	9	3.3	14	5.1	57	20.9	57	20.9
Law Clerk	169	39.9	69	16.3	9	2.1	29	6.8	66	15.6	82	19.3
Legal Administration	13	40.6	3	9.4	1	3.1	2	6.3	5	15.6	8	25.0
Paralegal Studies – Bachelor Of Applied Arts	14	42.4	10	30.3	1	3.0	1	3.0	2	6.1	5	15.2
All Programs in Cluster	296	37.6	132	16.8	21	2.7	49	6.2	135	17.1	155	19.7

### Earnings of Full-time Employed Participants

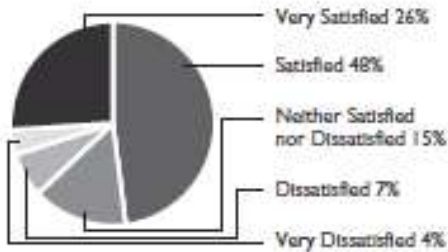
Program	Average – Females	Average – Males	Median – Females	Median – Males	Average for Program	Median for Program
Court And Administrative Tribunal Agent	\$43,302	—	\$41,500	—	\$57,201	\$45,000
Court And Tribunal Administration	—	—	—	—	—	—
Court And Tribunal Agent	\$32,886	\$40,633	\$31,286	\$40,000	\$34,189	\$32,850
Law Clerk	\$30,175	\$31,044	\$30,000	\$30,000	\$30,275	\$30,000
Legal Administration	\$30,540	—	\$32,000	—	\$30,859	\$32,425
Paralegal Studies – Bachelor Of Applied Arts	\$32,363	\$30,716	\$32,000	\$31,200	\$31,952	\$31,600
All Programs in Cluster	\$31,512	\$38,060	\$30,000	\$35,000	\$32,448	\$30,243

# Key Research Findings

## Business Legal

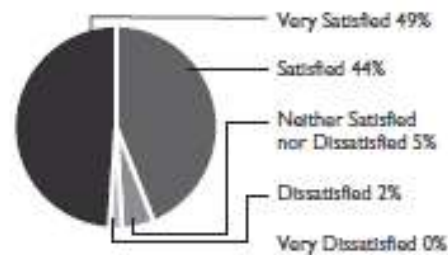
### Program Cluster Satisfaction

Graduate Satisfaction with the usefulness of his/her college education in achieving his/her goals after graduation\*



\* 738 graduates participated in this question.

Employer Satisfaction with employee overall college preparation for the type of work he/she was doing\*



\* 55 employers participated in this survey.

### Program Cluster Historical Data

	00-01 Grads	01-02 Grads	02-03 Grads	03-04 Grads	04-05 Grads	05-06 Grads	06-07 Grads	07-08 Grads	08-09 Grads	09-10 Grads
Percentage Employed	89.9%	88.6%	89.3%	88.4%	90.0%	90.0%	89.6%	89.2%	82.3%	78.7%
Percentage Employed Full-time	80.3%	82.4%	79.4%	78.0%	80.0%	80.9%	79.6%	78.9%	71.2%	67.6%
Percentage Employed Full-time Related Jobs	63.2%	63.4%	59.6%	58.8%	56.7%	58.3%	57.1%	57.1%	49.6%	46.8%
Average Annual Salary Full-time Related Jobs	\$27,305	\$28,292	\$28,239	\$29,622	\$29,488	\$29,781	\$31,270	\$30,966	\$31,691	\$34,058

# Key Research Findings

## Working in Canada<sup>7</sup>

### Paralegal and Related Occupations (NOC - 4211)

- Ontario Rating: **Not Available** (except for **Good in Toronto**)

- **Wage Range by Region:**

Location	Wage (\$/hr)		
	Low	Median	High
Ontario	14.42	25.00	37.18
Hamilton--Niagara Peninsula Region	14.00	23.63	42.79
Kingston - Pembroke Region	14.42	25.00	37.18
Kitchener--Waterloo--Barrie Region	15.00	24.04	36.06
London Region	14.42	25.00	37.18
Muskoka-Kawartha Region	14.42	25.00	37.18
Northeast Region	14.42	25.00	37.18
Northwest Region	14.42	25.00	37.18
Ottawa Region	14.42	22.53	33.52
Stratford--Bruce Peninsula Region	14.42	25.00	37.18
Toronto Region	14.42	26.44	38.46
Windsor-Sarnia Region	14.42	25.00	37.18

## Competitive Analysis<sup>8</sup>

- **WEAK**

The following information consists of OCAS yearly fall application and registration data as well as a conversion ratio for each program under this category:

### Diploma

- In 2011, Fleming's ratio (**8:1**) is lower than Seneca's and the system's, both of which are **4:1**
- Boreal and Northern both have the best conversion ratio (**2:1**) and Centennial and Fleming both had the lowest (**8:1**) in 2011

### Advanced Diploma

- In 2011, Durham had a high conversion ratio of **2:1**

### Degree

- Humber had a relatively low conversion ratio in 2011 of **7:1**

<sup>7</sup> "Paralegal and Related Occupations (NOC 4211)." *Working in Canada*. N.p., n.d. Web. 22 June 2012.

<[http://www.workingincanada.gc.ca/report-eng.do?area=8792&lang=eng&noc=4211&action=final@ionKeyword=Peterborough%2C+Ontario&s=1&source=0&titleKeyword=paralegal#report\\_tabs\\_container2](http://www.workingincanada.gc.ca/report-eng.do?area=8792&lang=eng&noc=4211&action=final@ionKeyword=Peterborough%2C+Ontario&s=1&source=0&titleKeyword=paralegal#report_tabs_container2)>.

<sup>8</sup> Application data obtained from OCAS College Count Cube October 19, 2011 Registration data obtained from the Program Counts by Applicant Type Report (RPT0050P) in the OCAS Reporting and Analytics Cube December 7, 2011. Some programs/colleges may not be included because they were missing MCU codes in the OCAS dataset Prepared by Fleming Data Research (07-2012)

# Key Research Findings

## Diploma

Program: 52611 - LEGAL ASSISTANT															
	App. 2007	Reg. 2007	Conversion Ratio	App. 2008	Reg. 2008	Conversion Ratio	App. 2009	Reg. 2009	Conversion Ratio	App. 2010	Reg. 2010	Conversion Ratio	App. 2011	Reg. 2011	Conversion Ratio
ALGONQUIN	465	128	4:1	440	122	4:1	423	129	3:1	435	128	3:1	466	138	3:1
CANADORE	92	22	4:1	92	21	4:1	74	21	4:1	74	17	4:1	50		
CENTENNIAL	470	55	9:1	394	46	9:1	422	68	6:1	387	63	6:1	331	43	8:1
COLLÈGE BORÉAL	84	21	4:1	60	16	4:1	74	19	4:1	45	8	6:1	63	26	2:1
FANSHAWE	358	94	4:1	338	85	4:1	355	75	5:1	349	91	4:1	328	87	4:1
FLEMING	171	37	5:1	145	28	5:1	127	25	5:1	113	24	5:1	109	14	8:1
HUMBER	807	193	4:1	687	198	3:1	734	188	4:1	685	186	4:1	594	145	4:1
LA CITÉ COLLÉGIAL	109	34	3:1	97	22	4:1	108	33	3:1	130	40	3:1	110	23	5:1
LAMBTON	0			0			0			0			106	38	3:1
NIAGARA	245	67	4:1	274	87	3:1	236	78	3:1	220	76	3:1	201	74	3:1
NORTHERN	37	15	2:1	46	12	4:1	57	25	2:1	53	20	3:1	59	26	2:1
SENECA	813	168	5:1	770	182	4:1	732	162	5:1	698	170	4:1	645	171	4:1
ST. CLAIR	180	45	4:1	182	45	4:1	173	40	4:1	0			0		
Total	3831	879	4:1	3525	864	4:1	3515	863	4:1	3189	823	4:1	3062	785	4:1

## Advanced Diploma

Program: 62611 - LEGAL ADMINISTRATION															
	App. 2007	Reg. 2007	Conversion Ratio	App. 2008	Reg. 2008	Conversion Ratio	App. 2009	Reg. 2009	Conversion Ratio	App. 2010	Reg. 2010	Conversion Ratio	App. 2011	Reg. 2011	Conversion Ratio
DURHAM	230	180	1:1	243	154	2:1	242	158	2:1	256	176	1:1	287	172	2:1
<b>Total</b>	<b>230</b>	<b>180</b>	<b>1:1</b>	<b>243</b>	<b>154</b>	<b>2:1</b>	<b>242</b>	<b>158</b>	<b>2:1</b>	<b>256</b>	<b>176</b>	<b>1:1</b>	<b>287</b>	<b>172</b>	<b>2:1</b>

## Degree

Program: 82611 - BACHELOR OF APPLIED ARTS - PARALEGAL															
	App. 2007	Reg. 2007	Conversion Ratio	App. 2008	Reg. 2008	Conversion Ratio	App. 2009	Reg. 2009	Conversion Ratio	App. 2010	Reg. 2010	Conversion Ratio	App. 2011	Reg. 2011	Conversion Ratio
HUMBER	419	65	6:1	438	58	8:1	437	63	7:1	401	69	6:1	1396	209	7:1
<b>Total</b>	<b>419</b>	<b>65</b>	<b>6:1</b>	<b>438</b>	<b>58</b>	<b>8:1</b>	<b>437</b>	<b>63</b>	<b>7:1</b>	<b>401</b>	<b>69</b>	<b>6:1</b>	<b>1396</b>	<b>209</b>	<b>7:1</b>

# Key Research Findings

## Financial Analysis

• **MODERATE**

Source: Program Costing Analysis 2010/2011

- Contribution to Overhead: 32.1%
- Program Weight: 1.00
- Funding Unit: 1.80

## Key Performance Indicators

• **WEAK**

Source: Key Performance Indicator Summary 5 Year Historical Overview KPI Data from Reporting Years 2008-2012

KPI1-Graduation Rate	+2% above system
KPI2-Working	+2% above system
KPI3-Working Related	-10% below system
KPI4-Grad. Satisfaction	-6% below system
KPI8-Student Satisfaction-Learning	-2% below system
KPI9-Student Satisfaction- Teachers	-2% below system
KPI11-Grad. Satisfaction-Program	-6% below system

## Resource Analysis

### Equipment

### Staffing

### Space

# Key Research Findings

## Appendix

**The following is the original environmental scan conducted by the Library Researchers to form the basis of the previous summary of Key Research Findings Report.**

### Law Clerk

#### Overview of the Profession:

#### NOC NOC 4211: Paralegal and Other Related Occupations

<http://www.workingincanada.gc.ca/report-eng.do?lang=eng&noc=4211&area=8792&titleKeyword=paralegal&regionKeyword=Peterborough,+Ontario&source=0&action=final>

Legal assistants and paralegals in law firms or in other establishments perform some or all of the following duties:

- Assist lawyers by interviewing clients, witnesses and other related parties, assembling documentary evidence, preparing trial briefs, and arranging for trials
- Prepare wills, real estate transactions and other legal documents, court reports and affidavits
- Research records, court files and other legal documents
- Draft legal correspondence and perform general office and clerical duties.

Notaries public perform some or all of the following duties:

- Administer oaths and take affidavits and depositions
- Witness and certify the validity of signatures on documents
- May draft contracts, prepare promissory notes and draw up wills, mortgages and other legal documents
- May arrange probates and administer the estates of deceased persons.

Trademark agents perform some or all of the following duties:

- Advise clients on intellectual property matters and represent clients before the Registrar of Trade-Marks on matters including prosecution of applications for registration of trademarks
- Advise on the registrability of trademarks, trademark licensing requirements, transfer of intellectual property and protection of existing trademark rights
- Represent clients at proceedings before the Trade Marks Opposition Board and in related proceedings
- May represent clients internationally in consultation with foreign associates and attorneys.

Independent paralegals perform some or all of the following duties:

- Represent clients in small claims court and in other lower court proceedings, at tribunals and before administrative bodies
- Advise clients and take legal action on landlord and tenant matters, traffic violations, name changes and other issues within their jurisdictions.

#### Common Job Titles

- commercial law clerk
- corporate paralegal
- family law paralegal
- independent paralegal
- land titles examiner

## Key Research Findings

- law clerk, legal assistant
- legal researcher
- litigation legal assistant
- notary public
- paralegal
- real estate law clerk
- title searcher
- trademark agent

### Typical Employers

- law firms
- record search companies
- legal departments throughout the public and private sectors
- Independent paralegals are usually self-employed
- Trademark agents are employed by law firms and legal departments throughout the public and private sectors, trademark development and search firms or they may be self-employed
- Notaries public are employed by government and in the public and private sectors or they may be self-employed

### Labour Market

#### Working in Canada

1. Employment potential for the Kawarthas Region is not available. Employment potential for the Toronto Region is GOOD. This was the only area available.

#### HRDSC

2. National Outlook      10 Year Projection (2011-2020)

<b>Occupations in this group</b>	Paralegal and Related Occupations (4211),Community and Social Service Workers (4212),Employment Counsellors (4213),Early Childhood Educators and Assistants (4214),Instructors and Teachers of Disabled Persons (4215),Other Instructors (4216),Other Religious Occupations (4217)
<b>Employment (non-student) in 2010</b>	398,786
<b>Median age of workers in 2010</b>	39.3
<b>Average retirement age in 2010</b>	62

3. For **Paralegals, Social Services Workers And Occupations In Education And Religion, N.E.C.**, over the 2011-2020 period, job openings (arising from expansion demand and replacement demand) are expected to total **171,200** and **154,893** job seekers (arising from school leavers, immigration and mobility) are expected to be available to fill the job openings.



## Key Research Findings

4. Over the 2008-2010 period, employment growth in this occupation was much faster than the average for all occupations. The increase in the average hourly wage was on par with the overall average. However, the average hourly wage in this occupation was low in relation to comparable occupations. In spite of everything, the unemployment rate increased slightly over this period, but remained relatively low in 2010 at 3.5%. According to key labour market indicators, the number of job seekers was sufficient to fill job openings in this occupation.

5. According to Employment Ontario the Opportunities for employment in this occupation are expected to be good over the period from 2009 to 2013.

6. According to Employment Ontario (Estimates 2006), 10% were self-employed, 85% Full-Time

7. Local wages for the Kawartha/Muskoka regions 2010:

Low: \$14.42

Average: \$25.00

High: \$37.18

[http://www.workingincanada.gc.ca/report-](http://www.workingincanada.gc.ca/report-eng.do?area=8792&lang=eng&noc=4211&action=final&regionKeyword=Peterborough%2C+Ontario&s=1&source=0&titleKeyword=paralegal#report_tabs_container2)

[eng.do?area=8792&lang=eng&noc=4211&action=final&regionKeyword=Peterborough%2C+Ontario&s=1&source=0&titleKeyword=paralegal#report\\_tabs\\_container2](http://www.workingincanada.gc.ca/report-eng.do?area=8792&lang=eng&noc=4211&action=final&regionKeyword=Peterborough%2C+Ontario&s=1&source=0&titleKeyword=paralegal#report_tabs_container2)

### US Bureau of Labour

<http://www.bls.gov/oco/ocos211.htm#outlook>

Law Clerk is not covered by the US Bureau of Labour. I have included information on Paralegals from this resource:

### Job Outlook

**Employment change.** Employment of paralegals and legal assistants is expected to grow by 18 percent from 2010 to 2020, about as fast as the average for all occupations.

As employers try to reduce costs and increase the efficiency of legal services, they are expected to hire more paralegals and legal assistants. Following the cutbacks experienced during the recent recession, some law firms are rebuilding their support staff by hiring paralegals. Paralegals can be a less costly alternative to lawyers and perform a wider variety of duties, including tasks once done by lawyers. This will cause an increase in demand for paralegals and legal assistants.

In addition, paralegals' work is less likely to be offshored than that of other legal workers. Paralegals routinely file and store important documents and work with lawyers to gather documents for important transactions, hearings, and depositions. They frequently handle documents and take statements, which must be done in person.

Law firms will continue to be the largest employers of paralegals, but many large corporations are increasing their in-house legal departments to cut costs. For many companies, the high cost of lawyers and their support staff makes it much more economical to have an in-house legal department rather than to retain outside counsel. This will lead to an increase in the demand of legal workers in a variety of settings, such as finance and insurance firms, consulting firms, and health care providers.

However, demand for paralegals could be limited by law firms' work loads. When work is slow, lawyers may increase the number of hours they can bill a client by doing tasks that were previously delegated to paralegals. This may make a firm less likely to keep some paralegals on staff or hire new ones until the work load increases.

**Job Prospects.** This occupation attracts many applicants, and competition for jobs will be strong.

Experienced, formally trained paralegals should have the best job prospects. In addition, many firms will prefer paralegals with experience and specialization in high-demand practice areas.

**There is no Sector Council Report for paralegals.**

# Key Research Findings

## Industry Standards:

**Law Clerks do not need a license to work in Ontario. Information on Paralegal licensing is provided below.** To become a law clerk, students write province-wide exams set by and marked under the supervision of the [Institute of Law Clerks of Ontario](#). The completion of the Institute's four exams is required for associate membership in the Institute and is a universally accepted standard of achievement within the legal profession. The Institute of Law Clerks of Ontario Educational Program is offered at the following colleges:

## Regulatory Body:

[Paralegal Licensing Process – Law Society of Upper Canada](#) To meet the requirements for licensing in Ontario, candidates must successfully complete all requirements of the Paralegal Licensing Process, submit all required documentation and pay any outstanding fees by the prescribed deadlines.

Ontario is the only province/territory in Canada to regulate this profession.

## Professional Associations:

[Canadian Association of Paralegals](#)

[The Law Society of Upper Canada](#)

[Institute of Law Clerks of Ontario](#)

[Paralegal Society of Ontario](#)

## Employment Requirements

Employment requirements are prerequisites generally needed to enter an occupation.

- Legal assistants and paralegals in law firms require a bachelor's degree in law or a college diploma in a legal assistant or law clerk program  
*or*  
In-house training from a law firm or other legal establishment.
- Independent paralegals require knowledge of legal principles and procedures usually obtained through industry-sponsored courses and through experience, or on completion of a community college paralegal program.
- Notaries public are appointed after examination and certification of their qualifications by the governing judiciary in their province or territory. All appointments have specific limitations on the activities they can perform and for specific periods of time.
- Notaries public require a provincial licence. In British Columbia, membership in the Society of Notaries Public is also required.
- To be licensed, trademark agents are required to work in the area of trademark law, including the preparation and prosecution of trademark applications for registration, for two years  
*and*  
To complete successfully the examination conducted jointly by the Intellectual Property Institute of Canada and the Registrar of Trade-Marks, Canadian Intellectual Property Office  
*or*  
Either one of the above and to be a lawyer entitled to practise in Canada.
- Trademark agents require registration with the federal Trade-Mark Office.

[ Source: [National Occupational Classification 2006 - HRSDC](#) ]

# Key Research Findings

## Educational Programs Leading to this Occupation

Legal assistants and paralegals in law firms require a bachelor's degree in law or a college diploma in a legal assistant or law clerk program or in-house training from a law firm or other legal establishment. Paralegals must also be licensed by the Law Society of Upper Canada. After **June 30, 2010**, all applicants for licensing as a paralegal must have graduated from an accredited legal services program. More information is available from the Law Society of Upper Canada's Frequently Asked Questions (FAQ) page. Public notaries require the completion of a one-year university public notary course and in-house training in a law office, notaries public office, bank, trust company, insurance or real estate firm. Public notaries require a provincial licence. Trade-mark agents require two years of in-house training under the supervision of a registered trade-mark agent and successful completion of an examination conducted jointly by the Intellectual Property Institute of Canada and the Registrar of Trade-marks, or either one of the above. Trade-mark agents must also be licensed to practise law. Trade-mark agents require registration with the federal Registrar of Trade-marks.

Source: [http://www.tcu.gov.on.ca/eng/labourmarket/ojf/pdf/4211\\_e.pdf](http://www.tcu.gov.on.ca/eng/labourmarket/ojf/pdf/4211_e.pdf)

## Educational Competitors

### Individual Community college/Institute Information

(Click on Program Title to view college program page)

10 colleges, including Fleming, are offering a Law Clerk Program leading to a diploma. There are also some variations on this program:

#### Algonquin

[Court Support Services](#) – Certificate

- Mobile Learning Program

[Law Clerk](#) – Diploma

- Optional co-op
- Mobile Learning Program

[Law Clerk Intensive](#) – Diploma

- Accelerated Program
- Mobile Learning Program

[Office Administration – Legal](#) – Diploma

#### Centennial

[Law Clerk](#) - Diploma

#### Conestoga

[Municipal Law Clerk](#)

- Part time

#### Confederation

# Key Research Findings

## [Law Clerk](#)

- Continuing Education, Part Time Studies

## **Durham**

[Court Support Services](#) – Certificate

[Legal Administration/Law Clerk](#) – Advanced Diploma

- Only 3 year program in Ontario

[Mediation/ Alternative Dispute Resolution](#) – Graduate Certificate

## **Fanshawe**

[Law Clerk](#) – Diploma

- Optional co-op

## **Fleming**

[Law Clerk](#) – Diploma

## **George Brown**

[Institute of Law Clerks of Ontario Exams Preparation](#)

- Continuing Education – Business and Legal Studies

## **Georgian**

[Law Clerk](#) – Diploma

## **Humber**

[Law Clerk](#) - Diploma

[Law Firm Profile – Office Administration](#) - Certificate

## **Lambton**

[Law Clerk](#) – Diploma

## **Mohawk**

[Institute of Law Clerks of Ontario](#) – Courses

- Distance/Continuing education

## **Niagara**

[Law Clerk](#) – Diploma

- Co-op

## **Northern**

[Law Clerk](#) – Diploma

## **Seneca**

[Court and Tribunal Administration](#) – Diploma

## Key Research Findings

- Alternative Dispute Resolution Certificate from Seneca's School of Legal and Public Administration

[Law Clerk](#) – Diploma

[Law Clerk](#) – Diploma

- Accelerated (3 semesters, 13 months)

[Office Administration – Legal](#) - Diploma

- Accelerated (42 weeks, 3 semesters)

**Sheridan**

[Institute of Law Clerks of Ontario](#)

**St. Lawrence**

[Law Clerk](#) – Diploma

- Accelerated (46 weeks)

Institution	APS #	Approved Program name	MTCU Code	Program Weight	Funding Unit	Degree Unit
ALGONQUIN	1069	Law Clerk	52611	1.00	1.80	2.00
CANADORE	1042	Law Clerk	52611	1.00	1.80	2.00
CENTENNIAL	1018	Law Clerk	52611	1.00	1.80	2.00
FANSHAWE	1049	Law Clerk	52611	1.00	1.80	2.00
GEORGIAN	1208	Law Clerk	52611	1.00	1.80	2.00
HUMBER	1172	Law Clerk	52611	1.00	1.80	2.00
LA CITE	1009	Legal Assistant	52611	1.00	1.80	2.00
LAMBTON	1113	Law Clerk	52611	1.00	1.80	2.00
NIAGARA	1040	Law Clerk	52611	1.00	1.80	2.00
NORTHRTN	1213	Law Clerk	52611	1.00	1.80	2.00
SENEVCA	1055	Law Clerk	52611	1.00	1.80	2.00
ST. LAWRENCE	1037	Law Clerk	52611	1.00	1.80	2.00
SSFL	1115	Law Clerk	52611	1.00	1.80	2.00
ST CLAIR	1032	Law Clerk	52611	1.00	1.80	2.00

**Employment Postings:**

## Key Research Findings

On June 20, 2012, there was one job listed locally in the JobBank for law clerks. There were 43 jobs listed in the province. See below for the variety of postings.

Source: [jobbank.gc.ca](http://jobbank.gc.ca)

**Job Number:** 6464291

**Title:** Independent paralegal (Ontario Licensed) ([NOC: 4211](#))

**Terms of Employment:** Permanent, Part Time, Day

**Salary:** \$18.00 to \$25.00 Hourly for 37.5 hours per week, Bonus, Commission, Mileage Paid

**Anticipated Start Date:** As soon as possible

**Location:** Belleville, Ontario (1 vacancy)

**Skill Requirements:**

**Education:** Completion of high school, Completion of college/CEGEP/vocational or technical training

**Credentials (certificates, licences, memberships, courses, etc.):** In-house training from a law firm or law clerk program

**Experience:** 5 years or more

**Languages:** Speak English, Read English, Write English

**Business Equipment and Computer Applications:** Word processing, Spreadsheet, Database management

**Type of Legal Experience (Legal or Law Clerks Only):** Administrative, Criminal, Landlord or tenant, Property (real estate)

**Type of Establishment Experience:** Legal firm, Company legal department

**Legal or Law Clerk Specific Skills:** Prepare legal documents, court reports and affidavits, Research records, court files and other legal documents

**Notaries Public Specific Skills:** Administer oaths and take affidavits and depositions

**Security and Safety:** Bondable, Criminal record check (abstract), Driver's validity licence check, Driving record check (abstract), Credit check

**Work Conditions and Physical Capabilities:** Fast-paced environment, Work under pressure, Tight deadlines, Attention to detail, Large caseload

**Work Site Environment:** Non-smoking

**Transportation/Travel Information:** Valid driver's licence, Own transportation

**Work Location Information:** Work from home

# Key Research Findings

**Essential Skills:** Reading text, Document use, Numeracy, Writing, Oral communication, Working with others, Problem solving, Decision making, Critical thinking, Job task planning and organizing, Significant use of memory, Finding information, Computer use, Continuous learning

**Other Information:** APPLY BY FAX OR EMAIL ONLY. Looking for reliable, mature, bright individual with excellent computer skills, proficient in office procedures & court attendance. Must be hold an Ontario Paralegal License

**Employer:** Tuck's Professional/Paralegal Services / Tuck's Discount Vitamins & Wellness Centre

**How to Apply:**

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being properly considered for the position.

**By Fax:** (613) 968-3215

**By E-mail:** [Trueman@tucksparelegalservices.ca](mailto:Trueman@tucksparelegalservices.ca)

**Advertised until:** 2012/06/27

**Job Number:** 6441999

**Title:** Family law clerk ([NOC: 4211](#))

**Terms of Employment:** Permanent, Full Time

**Salary:** \$40,000.00 to \$50,000.00 Yearly for 35 hours per week, Medical Benefits, Dental Benefits, Disability Benefits, Life Insurance Benefits, Group Insurance Benefits, RRSP Benefits, Vision Care Benefits

**Anticipated Start Date:** 2012/07/16

**Location:** Guelph, Ontario (1 vacancy)

**Skill Requirements:**

**Education:** Completion of college/CEGEP/vocational or technical training

**Credentials (certificates, licences, memberships, courses, etc.):** In-house training from a law firm or law clerk program

**Experience:** 5 years or more

**Languages:** Speak English, Read English, Write English

**Business Equipment and Computer Applications:** Word processing, Spreadsheet, Database management, Legal software applications

**Type of Legal Experience (Legal or Law Clerks Only):** Family

**Type of Establishment Experience:** Legal firm

**Legal or Law Clerk Specific Skills:** Prepare legal documents, court reports and affidavits, Research records, court files and other legal documents

**Work Conditions and Physical Capabilities:** Fast-paced environment, Work under pressure, Tight deadlines, Attention to detail, Large workload

**Work Site Environment:** Non-smoking, Air conditioned

## Key Research Findings

**Essential Skills:** Reading text, Document use, Numeracy, Writing, Oral communication, Working with others, Problem solving, Decision making, Critical thinking, Job task planning and organizing, Significant use of memory, Finding information, Computer use, Continuous learning

**Employer:** SmithValeriotte Law Firm LLP

**How to Apply:**

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being properly considered for the position.

**By E-mail:** [careers@smithvaleriotte.com](mailto:careers@smithvaleriotte.com)

**Online:** <http://www.smithvaleriotte.com>

**Web Site:** <http://www.smithvaleriotte.com>

**Advertised until:** 2012/07/12

**Job Number:** 6482637

**Title:** Corporate law clerk ([NOC: 4211](#))

**Terms of Employment:** Permanent, Full Time

**Salary:** \$35,000.00 to \$45,000.00 Yearly for 35 hours per week, Medical Benefits, Dental Benefits, Disability Benefits, Life Insurance Benefits, Group Insurance Benefits, RRSP Benefits, Vision Care Benefits

**Anticipated Start Date:** As soon as possible

**Location:** Guelph, Ontario (1 vacancy)

**Skill Requirements:**

**Education:** Completion of college/CEGEP/vocational or technical training

**Credentials (certificates, licences, memberships, courses, etc.):** In-house training from a law firm or law clerk program

**Experience:** 3 years to less than 5 years

**Languages:** Speak English, Read English, Write English

**Business Equipment and Computer Applications:** Word processing, Spreadsheet, Database management, Legal software applications

**Type of Legal Experience (Legal or Law Clerks Only):** Corporate

**Type of Establishment Experience:** Legal firm

**Work Conditions and Physical Capabilities:** Fast-paced environment, Work under pressure, Tight deadlines, Attention to detail, Large caseload, Large workload

**Work Site Environment:** Non-smoking, Air conditioned

**Essential Skills:** Reading text, Document use, Numeracy, Writing, Oral communication, Working with others, Problem solving, Decision making, Critical thinking, Job task planning and organizing, Significant use of memory, Finding information, Computer use, Continuous learning

**Employer:** SmithValeriotte Law Firm LLP



# Key Research Findings

**How to Apply:**

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being properly considered for the position.

**By E-mail:** [careers@smithvaleriot.com](mailto:careers@smithvaleriot.com)

**Online:** <http://www.smithvaleriot.com>

**Web Site:** <http://www.smithvaleriot.com>

**Advertised until:** 2012/07/10

**Job Number:** 6502298

**Title:** Legal assistant (**NOC: 4211**)

**Terms of Employment:** Permanent, Full Time, Day

**Salary:** \$40,000.00 to \$50,000.00 Yearly for 40 hours per week

**Anticipated Start Date:** As soon as possible

**Location:** Toronto North, Ontario (1 vacancy)

**Skill Requirements:**

**Education:** Completion of high school, Completion of university

**Credentials (certificates, licences, memberships, courses, etc.):** In-house training from a law firm or law clerk program

**Experience:** 5 years or more

**Languages:** Speak English, Read English, Write English

**Business Equipment and Computer Applications:** Word processing, Spreadsheet, Legal software applications

**Type of Legal Experience (Legal or Law Clerks Only):** Administrative, Civil litigation, Insurance

**Type of Establishment Experience:** Legal firm

**Legal or Law Clerk Specific Skills:** Assist lawyers by interviewing clients, witnesses and other related parties, Prepare legal documents, court reports and affidavits, Research records, court files and other legal documents, Record keeping, Interviewing

**Work Conditions and Physical Capabilities:** Fast-paced environment, Work under pressure, Attention to detail

**Employer:** JNG Recruiting Centres (Placement Agency)

**How to Apply:**

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being properly considered for the position.

**By Phone: between 9:00 and 17:00:** (416) 901-8526

**By Fax:** (416) 901-8927

**By E-mail:** [jobs@jngrecruiting.com](mailto:jobs@jngrecruiting.com)

# Key Research Findings

**Online:** <http://jng.catsone.com/careers/index.php>

**Web Site:** <http://jng.catsone.com/careers/index.php>

**Advertised until:** 2012/07/10

**Job Number:** 6502347

**Title:** Family law legal assistant ([NOC: 4211](#))

**Terms of Employment:** Temporary, Full Time, Overtime, Day

**Salary:** \$16.00 to \$20.00 Hourly for 40 hours per week

**Anticipated Start Date:** As soon as possible

**Location:** London, Ontario (1 vacancy)

**Skill Requirements:**

**Education:** Completion of high school, Completion of college/CEGEP/vocational or technical training

**Credentials (certificates, licences, memberships, courses, etc.):** In-house training from a law firm or law clerk program

**Experience:** 2 years to less than 3 years

**Languages:** Speak English, Read English, Write English

**Business Equipment and Computer Applications:** Word processing, Spreadsheet, Database management, Legal software applications

**Type of Legal Experience (Legal or Law Clerks Only):** Administrative, Family

**Type of Establishment Experience:** Legal firm

**Legal or Law Clerk Specific Skills:** Assist lawyers by interviewing clients, witnesses and other related parties, Prepare legal documents, court reports and affidavits, Research records, court files and other legal documents, Record keeping

**Notaries Public Specific Skills:** Draft contracts, prepare promissory notes and draw up wills, mortgages and other legal documents

**Security and Safety:** Bondable

**Work Conditions and Physical Capabilities:** Fast-paced environment, Work under pressure, Attention to detail

**Other Information:** Must have a law clerk designation; be a member of the Institute of Law Clerks of Ontario (ILCO) This is a full-time, 6 month contract position.

**Employer:** Express Employment Professionals (Placement Agency)

**How to Apply:**

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being properly considered for the position.

**By E-mail:** [denise.bailey@expresspros.com](mailto:denise.bailey@expresspros.com)

**Web Site:** <http://london.expresspros.com>

# Key Research Findings

**Advertised until:** 2012/07/01

**Job Number:** 6502392

**Title:** Law clerk ([NOC: 4211](#))

**Terms of Employment:** Permanent, Full Time, Day

**Salary:** \$37,500.00 to \$49,500.00 Yearly for 37.5 hours per week, Bonus, Other Benefits, Mileage Paid, Medical Benefits, Dental Benefits, Group Insurance Benefits, Vision Care Benefits

**Anticipated Start Date:** 2012/07/09

**Location:** St. Catharines, Ontario (1 vacancy)

**Skill Requirements:**

**Education:** Completion of high school, Some college/CEGEP/vocational or technical training, Some university

**Credentials (certificates, licences, memberships, courses, etc.):** In-house training from a law firm or law clerk program

**Experience:** 3 years to less than 5 years

**Languages:** Speak English, Read English, Write English

**Business Equipment and Computer Applications:** Word processing, Spreadsheet, Legal software applications

**Type of Legal Experience (Legal or Law Clerks Only):** Civil litigation, Corporate, Property (real estate), Wills and estate

**Type of Establishment Experience:** Legal firm

**Legal or Law Clerk Specific Skills:** Assist lawyers by interviewing clients, witnesses and other related parties, Prepare legal documents, court reports and affidavits, Record keeping, Interviewing

**Notaries Public Specific Skills:** Draft contracts, prepare promissory notes and draw up wills, mortgages and other legal documents, Administer oaths and take affidavits and depositions, Arrange probates and administer the estates of deceased persons

**Security and Safety:** Basic security clearance, Driving record check (abstract)

**Work Conditions and Physical Capabilities:** Fast-paced environment, Attention to detail

**Work Site Environment:** Non-smoking, Air conditioned

**Transportation/Travel Information:** Parking paid by employer

**Essential Skills:** Reading text, Document use, Numeracy, Writing, Oral communication, Working with others, Problem solving, Decision making, Critical thinking, Job task planning and organizing, Significant use of memory, Finding information, Computer use, Continuous learning

**Employer:** Rick Professional Corp o/a Rick Hesp Law Office

# Key Research Findings

**How to Apply:**

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being properly considered for the position.

**By Mail:**

35 Duke Street  
St. Catharines, Ontario  
L2R 5W4

**In Person between 9:00 and 16:30:**

35 Duke Street  
St. Catharines, Ontario  
L2R 5W4

**By Phone: between 9:00 and 16:30:** (905) 687-1766

**By Fax:** (905) 687-8816

**By E-mail:** rhesp@niagara.com

**Advertised until:** 2012/07/15

**Job Number:** 6470186

**Title:** Law clerk (Personal Injury Mandarin Speaking) ([NOC: 4211](#))

**Terms of Employment:** Permanent, Full Time, Day

**Salary:** \$32,000.00 to \$38,000.00 Hourly for 40 hours per week

**Anticipated Start Date:** As soon as possible

**Location:** Toronto North, Ontario (1 vacancy)

**Skill Requirements:**

**Education:** Completion of high school, Completion of college/CEGEP/vocational or technical training, Completion of university, Not applicable

**Credentials (certificates, licences, memberships, courses, etc.):** Not applicable, Not required

**Experience:** 1 year to less than 2 years

**Languages:** Speak English, Read English, Write English

**Business Equipment and Computer Applications:** Word processing, Spreadsheet, Database management, Legal software applications

**Type of Legal Experience (Legal or Law Clerks Only):** Administrative

**Type of Establishment Experience:** Legal firm

**Legal or Law Clerk Specific Skills:** Assist lawyers by interviewing clients, witnesses and other related parties, Prepare legal documents, court reports and affidavits, Research records, court files and other legal documents, Record keeping, Interviewing

**Work Conditions and Physical Capabilities:** Fast-paced environment, Work under pressure, Tight deadlines, Attention to detail, Large caseload, Large workload

**Work Site Environment:** Non-smoking, Air conditioned

# Key Research Findings

**Transportation/Travel Information:** Public transportation is available

**Other Languages:** Mandarin

**Essential Skills:** Reading text, Document use, Numeracy, Writing, Oral communication, Working with others, Problem solving, Decision making, Critical thinking, Job task planning and organizing, Significant use of memory, Finding information, Computer use, Continuous learning

**Employer:** Pillar Recruitment Group Inc. (Placement Agency)

**How to Apply:**

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being properly considered for the position.

**By E-mail:** [resumes@pillarrecruitmentgroup.com](mailto:resumes@pillarrecruitmentgroup.com)

**Advertised until:** 2012/07/01