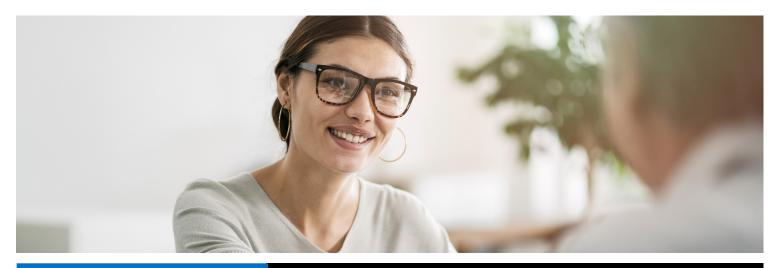
Law Clerk (Co-op)





Benefits of hiring a Niagara College **Co-op student**

NEW TALENT | STAFF COVERAGE | PEAK SEASON | SPECIAL PROJECTS

Two-year business program focused on the practical application of knowledge, research and documentation in a legal environment.

Student Competencies:

- In depth knowledge of recording titles, procedures on purchase, sale and mortgage of lands under the Registry System and Land Titles System
- > Ability to prepare Wills and Powers of Attorney for property and personal care, follow checklists, prepare estate administration forms and complete file management for property transfers
- > Intermediate to advanced skills in word processing with emphasis on preparation of legal documents
- > Experience using Outlook, MS Office, ACL (Automated Civil Litigation), WillBuilder, Estate-A-Base, DivorceMate, Unity, Teraview, CosmoLex, Quicklaw, and Ecore
- Understanding of the legal theory of personal property law and ability to secure debt transactions
- Knowledge of the common law and statute law and the procedures involving divorce proceedings and family court

Our students have enhanced organizations in these areas:

- Corporate Administration
- Document Administration
- > In-House Legal Team
- Legal Reception
- Legal Research
- > Permits/Contracts
- Legal Assistant

ACADEMIC & CO-OP WORK SCHEDULE			
YEAR	FALL TERM	WINTER TERM	SPRING TERM
1	Study	Study	*Study
2	WORK	Study	

Co-op work term requirement is 520 hours. *May be available for full-time work in July

Post your employment opportunities at mycareer.niagaracollege.ca



For information about hiring, please contact us at:

905-641-2252 ext. 4165

nccareerservices@niagaracollege.ca

Ask us about the (up to)

\$3,000

Co-op **Education Tax Credit**