

# 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 Assistant
- › Legal Reception
- › Legal Research
- › Permits/Contracts

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](https://mycareer.niagaracollege.ca)