

# 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 and sale of mortgage of lands under the Registry System and title searching
- 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 (which replaces Conveyancer), Teraview, CosmoLex (which replaces PCLaw), Quicklaw, and Ecore.
- Understanding of the legal theory of personal property law and the ability to secure debt transactions.
- Knowledge of the common law and family statutory law and the procedures involving divorce and family court proceedings.

## Our students have enhanced organizations in these areas:

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

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 450 hours.

Post your employment opportunities at [mycareer.niagaracollege.ca](https://mycareer.niagaracollege.ca)

## Career Services

For information about hiring,  
please contact us at:

**905-641-2252 ext. 4165**  
[nccareerservices@niagaracollege.ca](mailto:nccareerservices@niagaracollege.ca)

Ask us about the  
(up to)

**\$3,000**

**Co-op  
Education  
Tax Credit**