



## **Law Clerks - Full-time Positions Available**

### **About us:**

As a global leader in acquiring and collecting nonperforming loans, PRA Group returns capital to banks and other creditors to help expand financial services for consumers in the Americas and Europe. With more than 5,000 employees worldwide, PRA Group companies collaborate with customers to help them resolve their debt. We go the extra mile to ensure the experience of all original account owners is professional, flexible and customer-oriented.

### **Find respect and reward with PRA:**

We believe in creating an environment that strives for high performance, acknowledges the value of diversity, and provides development opportunities. We're committed to helping our employees reach their highest potential by offering competitive salaries, proprietary training programs, bonus plans, tuition reimbursement programs, comprehensive benefits, an employee assistance program, and valuable opportunities to establish a long career within our organization.

PRA Group Canada is looking for **Law Clerks** to join our Legal Team on a permanent full-time basis! Reporting to the Manager of Legal and Support Administration, this role is responsible to support the daily operations of the Legal Department by managing an individual file load on a daily basis, as well as completing tasks and responsibilities as directed by the Manager.

### **Responsibilities & Duties:**

Utilizing civil procedure and small claims knowledge; as well as professional communication skills and document preparation skills, you will be responsible for the following duties:

- Prepare files for legal actions (i.e. Plaintiff Claims)
- Manage and work an active legal queue
- Draft Small Claims Court documents (i.e. Affidavits, Default Judgments, Garnishments, Writs, Motions, etc.)
- Work with external providers to ensure prompt delivery of legal documents to key stakeholders

- Assist Paralegal on staff with preparation for court hearings where applicable
- Meet all legal action process deadlines
- Work closely with various agents and court offices
- Understand and utilize our internal accounting software
- Provide daily updates of file status and application of a bring forward system
- Additional duties as requested by Manager/Supervisor

**Qualifications and/or Experience:**

- Law Clerk Diploma
- Strong attention to detail and accuracy
- Computer familiarity – Microsoft business products (Word, Excel)
- Excellent communication skills, written and verbal
- Familiarity with court documents
- Previous experience in Collections, a Law Firm and/or Small Claims Court procedures preferred
- Experience interacting with legal professionals/defendants preferred
- Pass criminal background check

**Benefits:**

- A competitive compensation program, including: 3 weeks' vacation to start, group health and dental program, pension plan, employee assistance program, and tuition reimbursement program
- Talent developmental opportunities for motivated and engaged employees
- Competitive salary based on relevant experience
- Innovative organizational programs that recognize top performers within the Canadian team

**Schedule:**

- This role is suitable for motivated individuals able to commit to a full-time schedule of 40 hours per week
- Monday to Friday, business hours

**Please submit your cover letter and resume by Sunday, August 25, 2019 via email to:**

[humanresources@PRA- Group.ca](mailto:humanresources@PRA-Group.ca)

We thank all applicants for their interest; and will contact those selected to participate in the interview process.

We are compliant with Accessibility for Ontarians with Disabilities Act (AODA) legislation. Accommodations will be provided upon request.