

JOB DESCRIPTION

Title	PARALEGAL/LEGAL ASSISTANT
Status	Employee
Department/Unit	Athletics Integrity Unit
Activity rate	100%

Overview

The Paralegal/legal assistant provides administrative support to the Case Management team which is in charge of processing disciplinary matters/cases in accordance with the disciplinary procedures set out in the Integrity Code of Conduct.

The Legal/paralegal assistant is the right hand of the Case Managers and assists them on a variety of daily tasks in relation with the preparation, maintenance, resolution, reporting and publication of disciplinary cases under the responsibility of the Athletics Integrity Unit.

Key Relationships

Internally

- Case Managers

Main Missions

- Keeps cases organized by establishing and organizing files; monitoring calendars; meeting deadlines; documenting actions; inputting information into file database and case management software
- Daily follow-up of cases under supervision of Case Management (notifications, advisory/information notes, reminders, any other correspondence...)
- Supports case preparation by preparing case summaries and case materials for case management unit, external experts or external counsel
- Liaison with office of Disciplinary Tribunal
- Reports on cases' status internally and externally; statistics
- Publication of disciplinary sanctions and monitoring
- Filing and archiving of disciplinary cases

Role Competencies

- Fluent English especially in writing - other languages an asset
- Legal background is a plus

- International work experiences a definite asset.
- Clerical experience, good typing speed
- Proficient with Microsoft Office, especially Word and Excel
- Attention to detail and good proofreading skills

Core Competencies

- A person of impeccable integrity
- Rigorous and methodical
- Responsible, reliable and autonomous
- Ability to maintain confidentiality

Please send your application to: roles@athleticsintegrity.org

Deadline to apply: **26th May 2017**