



Law Clerk

Since 1988, Access Copyright has been meeting the needs of businesses, educators, governments and other organizations across Canada with our innovative copyright licensing solutions. Recognized globally as The Canadian Copyright Licensing Agency, our licences give content users legal access to the copyright protected materials they need to copy, while ensuring that creators and publishers are fairly compensated when their works are copied.

Access Copyright provides educators, businesses and other users of copyright protected works with the ability to copy from millions of books, magazines and newspapers in a flexible, convenient and economical way.

Access Copyright is a not-for-profit organization operated by a Board of Directors comprised of representatives from creator and publisher organizations across Canada.

Purpose of Position

To provide general support to the legal department, specifically litigation support, including the management and organization of legal files, the coordination of litigation materials and filings; and corporate support including the management of corporate filings and minute books.

To co-ordinate and administer the Copyright Compliance Program, including monitoring for copyright infringing activities, and online digital infringement.

To provide support, guidance and customer service to Access Copyright staff, copyright owners and the user community, including the intake of copyright infringement complaints.

Principal Duties and Responsibilities

Compliance

- Administers Access Copyright's compliance program, including evaluating complaints of infringement, communicating with and instructing private investigators regarding compliance and copyright infringement issues
- Responsible for all compliance files and resources
- Knows and understands Federal Court and Superior Court litigation procedures
- Maintains access to, and ensures accuracy of, databases
- Performs corporate searches, and drafts affidavits and statements of claim
- Prepares reports as required



Monitoring Services

- Reviews information obtained from licensees for the purpose of determining compliance with terms and conditions of licences
- Reviews reports with a view to identifying infringement and coordinates and drafts appropriate correspondence
- Creates and maintains files for compliance purposes
- Manages and oversees maintenance of central legal filing system
- Analyzes and maintains policies and procedures and provides reports as requested by Legal Counsel
- Participates in ad hoc departmental and inter-departmental committees and contributes to achieving committee objectives including the monitoring of digital uses of printed works
- Contributes to the attainment of stated strategic goals as relevant to the position

Minimum Qualifications required

Education

- Law Clerk Certificate/Diploma from a recognized institution

Experience

- 2-5 years work experience as a litigation clerk or equivalent within a legal or compliance department of a company or within a law firm.
- Experience in intellectual property law, specifically copyright, or the publishing industry is an asset.

Skills

- Strong written and verbal communication skills
- Excellent customer service and interpersonal skills
- Excellent organizational and time management skills
- Ability to critically analyze and draw conclusions
- Ability to work independently
- Demonstrated ability to discreetly manage sensitive issues
- Superior skills in Microsoft Office applications (MS Word and Excel)

If you would like to explore this dynamic opportunity further, please forward your Word-formatted resume to accesscopyrightjobs@rogers.com. In the subject line of your email please reference the title: "Law Clerk".

Please note: We thank all applicants for their interest and while all received applications are reviewed carefully, only candidates under consideration will be contacted. If you do not hear from us please do not submit multiple applications. Resumes are retained on file and we may contact you at a later date in consideration of other opportunities.

No agencies and no phone calls please.

To learn more about Access Copyright, please visit our website at: <http://www.accesscopyright.ca/>. Access Copyright is an equal opportunity employer.