

## Law Clerk Specialist (LCS)

The Law Clerk Specialist diploma program at triOS is **61 weeks**. It includes an **8-week internship**. Law clerks play an important role in legal offices. They can assist in interviewing clients and witnesses, assembling documentary evidence, preparing trial briefs, and arranging for trials. Law Clerks can also draft legal correspondence and other documents.

The Law Clerk Specialist diploma program at triOS provides you with the fundamental knowledge needed to function as a highly regarded professional in the legal field. You will receive extensive training on Canadian legal systems, wills & estates, real estate law, corporate law, and civil litigation.

### Program Benefits

- ✓ Job Placement Assistance
- ✓ Training on the Latest Legal Software

### Here's a look at some of the courses included in this program:

#### Microsoft Applications

Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Business Communication

#### Workplace Skills

Interpersonal Communication, Client Relations, Diversity in the Workplace, Group Dynamics, Critical Thinking, Problem Solving & Decision Making

#### Preparatory Studies

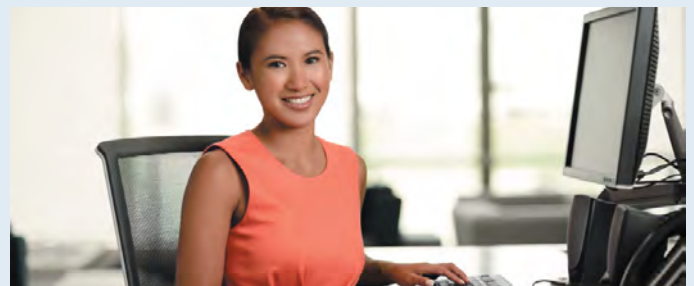
Student Success Strategies, Digital Literacy for Professionals, Career Planning & Preparation

#### Legal Procedures I

Introduction to Law, Business Law, Legal Research & Writing, Introduction to Legal Procedures, Family Law, Wills and Estates-Level 1, Real Estate Law-Level 1, Corporate Law-Level 1, Civil Litigation-Level 1, Debtor/Creditor, Dicta Typing, Accounting for the Law Office

#### Legal Procedures II

Wills and Estates-Level 2, Real Estate Law-Level 2, Corporate Law-Level 2, Civil Litigation-Level 2



## Employment and Wage Outlook for Careers in this field:



Employment Rate based on 2021 contactable triOS graduates employed in a related field within 12 months.

Source: workingincanada.gc.ca

NOC Code: 4211/42200 - \*\*Wage data rounded down to the nearest dollar. Average wage doesn't reflect the starting salary but represents the middle value between lowest to highest wages. Local (or regional) income may vary. Last updated in Jan 2024.

### Career Opportunities

Family Law Clerk

Labour Law Clerk

Real Estate Law Clerk

Legal Services

Public Administration

### Employers Who Have Hired triOS Grads

*only*  
IMMIGRATION



**rh** Robert Half®

#### Other Employers Include:

- Paterson and MacDougall LLP
- Pace Law
- Burns Associates

**“Meeting like minded classmates and having amazing instructors guide us into our journey in the law sector was truly a blessing and I look forward to all of our successes”**

-Lissette P.,  
triOS College Law Clerk Graduate

# Law Clerk Specialist

NOC Code: 4211/42200

Diploma Program Length:

**61 Weeks**

Student Success Strategies  
Digital Literacy for Professionals  
Career Planning & Preparation - Level 1

**4 Weeks**

Microsoft Word  
Microsoft Excel  
Microsoft Outlook  
Microsoft PowerPoint  
Business Communication

**8 Weeks**

Interpersonal Communication  
Client Relations  
Diversity in the Workplace  
Group Dynamics  
Critical Thinking, Problem Solving &  
Decision Making

**8 Weeks**

Keyboarding - continuous learning throughout the program

Introduction to Law  
Business Law (Torts & Contracts)  
Legal Research & Writing  
Introduction to Legal Procedures  
Family Law  
Wills and Estates - Level 1  
Real Estate Law - Level 1  
Corporate Law - Level 1  
Civil Litigation - Level 1  
Debtor/Creditor  
Dicta Typing  
Accounting for the Law Office

**16 Weeks**

Wills & Estates - Level 2  
Real Estate Law - Level 2  
Corporate Law - Level 2  
Civil Litigation - Level 2

**16 Weeks**

Career Planning & Preparation - Level 2

**1 Week**

Law Clerk Internship

**8 Weeks**

## Program Highlights Include:

- Registered and approved diploma
- Career services
- Job search assistance
- Alumni program benefits

## Admission Requirements:

1. Student has an Ontario Secondary School Diploma or equivalent, OR  
Is 18 years of age or older on or before the program begins AND can pass a qualifying test that has been approved by the Superintendent.\*
2. The approved qualifying test for this program is the Wonderlic test. A passing score for this program is 17.

\*Applicants from other Canadian provinces must be at least 19 years of age and a minimum of 1 year out of high school by the program start date and successfully pass an academic achievement test.

International Students: Please contact us for more detail regarding admissions requirements.

## Accreditation Policy:

Like all post-secondary institutions in Ontario, triOS College reserves the right to accept or deny advanced standing into its programs.

## Note:

In order to continuously improve our programs, triOS College reserves the right to modify programs at any time. Program delivery order may vary depending on the program start date. This diploma program may not be available at all campuses. The program may have additional reading weeks, depending on the start date.

You can find our Key Performance Indicators (graduation rate, employment rate, etc.) at [www.triOS.com/kpi](http://www.triOS.com/kpi).

These are statistics from 2018.

