**Paralegal – Owen Sound (Criminal Defence & Prosecution)**

***Have you always dreamed of a criminal law job where you have work-life balance, fun colleagues, the chance to do both defence AND prosecution work, and the chance to live in beautiful Grey-Bruce? Our office is an hour from Tobermory and Collingwood, and 25 minutes to beautiful Sauble Beach. If you want to have it all, apply for our paralegal position at Barefoot Law!***

Barefoot Law is a busy firm located in Owen Sound looking to hire a Licenced Paralegal. We defend *Criminal Code* charges and prosecute *CDSA* charges in Owen Sound and Walkerton. We have 5 lawyers, 2 paralegals and 2 law clerks on our team. We value teamwork, mentorship, and work-life balance in our firm.

**Responsibilities**

- Attend court appearances for adjournments.
- Review and organize disclosure.
- Communicate with clients, including client intakes and interviews and drafting reporting letters.
- Draft legal documents including affidavits and bail variations.
- Compile applications for pre-trial motions.
- Correspond with various justice system participants
- Manage files through filing, data entry, and organization to ensure all documents are easily accessible and up-to-date.
- Support counsel with project management tasks, including tracking deadlines, scheduling interviews, and coordinating meetings.
- Perform proofreading of legal documents to ensure accuracy in spelling, grammar, and legal terminology.
- Assist with administrative tasks such as filing court documents electronically or physically, managing calendars, and handling correspondence.

**Requirements**

- Paralegal Licence
- Clean criminal record check
- Drivers licence and vehicle (you may need to drive to various courthouses and police detachments to pick up materials)
- Ability to work in-person full-time, from 8:30-5:00pm

**Compensation**

- Salary is commensurate with experience and will range from $40,000-$60,000.
- Group benefits plan for enhanced medical, dental, and optometry.
- Paralegals are eligible for annual salary review.

**How to Apply**

- Send your resume and cover letter to info@barefootlaw.ca

Updated: Aug 30, 2026 (MA)

- Submit your application by **October 12, 2026.**
- If you are shortlisted, we will contact you and ask for an interview and references

***We look forward to hearing from you!***

***Check us out at [www.barefootlaw.ca](http://www.barefootlaw.ca)***

Updated: Aug 30, 2026 (MA)