

Manitoba Government Job Opportunities

Legal Assistant

AY2 Administrative Secretary 2

Regular/full-time

Manitoba Justice

Legal Aid Manitoba, Corporate and Strategic Services

The Pas MB

Advertisement Number: 38037

Salary(s): AY2 \$36,067.00 - \$40,852.00 per year Plus Remoteness Allowance, if applicable.

Closing Date: August 31, 2021

The Manitoba government recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. The Manitoba government supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).

Employment Equity is a factor in selection for this competition. Consideration will be given to Indigenous people and persons with disabilities.

An eligibility list may be created for similar positions and will remain in effect for 12 months.

To be considered for this competition, candidates must submit their resume and a cover letter, to the Civil Service Commission by email govjobs@gov.mb.ca, quoting 38037 and position title in the subject line.

Conditions of Employment:

- Must be legally entitled to work in Canada
- Satisfactory Criminal Record Check
- Satisfactory Child Abuse Registry Check & Adult Abuse Registry Check

Qualifications:

Essential:

- Experience performing a full range of administrative/secretarial duties including reception/switchboard duties in a legal office environment
- Knowledge of family, criminal law and administrative law documents and procedures
- Experience preparing legal documents with accuracy and attention to detail
- Experience maintaining physical and electronic files and database systems
- Excellent interpersonal skills with the ability to interact effectively with the public and legal professionals
- Ability to work in a team environment
- Excellent organization and time management skills with the ability to prioritize assignments and meet deadlines
- Ability to work independently and make decisions under minimal supervision
- Excellent verbal communication skills
- Excellent written communication skills

Desired:

- Experience dealing with confidential information and using discretion in handling sensitive materials
- Proficiency with Open Office or Microsoft Office or equivalent software
- Successful completion of a recognized paralegal/secretarial training program, or an equivalent combination of education, training, and experience
- Knowledge of Legal Aid Application and its requirements regarding financial/merit eligibility
- Knowledge of Legal Aid Manitoba mandate, policies and procedures

Duties:

The incumbent provides secretarial, reception, typing and clerical support as assigned to at least one lawyer in a Community Law Centre. The incumbent is responsible to handle many tasks simultaneously and accurately while prioritizing. A high degree of confidentiality and discretion is a necessary component for this position.

Apply Now:

Advertisement # 38037

Service Centre 1

Human Resource Services

1130-405 Broadway

Winnipeg, MB, R3C 3L6

Phone: 204-945-3204

Fax: 204-948-7373

Email: govjobs@gov.mb.ca

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. When applying to this position, please indicate the advertisement number and position title in the subject line and/or body of your email. Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.

Please be advised that job competitions may be grieved and appealed. Should a selection grievance be filed, information from the competition file will be provided to the grievor's representative or the grievor, if unrepresented. Personal information irrelevant to the grievance and other information protected under legislation will be redacted.

We thank all who apply and advise that only those selected for further consideration will be contacted.

People. Purpose. Progress.

manitoba.ca/govjobs



This personal information is being collected under the authority of The Civil Service Act and will be used for employment and statistical purposes. It will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act. Your personal information is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of your personal information, contact:
Manitoba Civil Service Commission, 935 - 155 Carlton Street, Winnipeg, MB R3C 3H8 (204) 945-2332