

Manitoba Government Job Opportunities

Application Intake and Assessment Officer

AO1 Administrative Officer 1

Regular/full-time; Term/full-time

Manitoba Justice
Legal Aid Manitoba, Corporate and Strategic Services
Winnipeg MB

Advertisement Number: 38464

Salary(s): AO1 \$48,853.00 - \$57,363.00 per year

Closing Date: December 24, 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, visible minorities 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 an Application Screening Form along with their resume and a cover letter, to the Civil Service Commission by email govjobs@gov.mb.ca, quoting 38464 and position title in the subject line.

If you are having difficulty opening the link, you may have to use a different browser. You may also contact Human Resource Services (contact information under "Apply to") to request a copy of the Application Screening Form. The selection board will rely only on information provided in this Application Screening Form to determine whether a candidate will be invited for further assessment.

[CLICK HERE](#) to access the application form

Introduction

Legal Aid Manitoba provides legal help to people who are financially eligible. We strive to serve all clients with respect and dignity. Our service is fundamental to a fair and balanced justice system.

Conditions of Employment:

- Must be legally entitled to work in Canada
- Satisfactory Criminal Record Check
- Satisfactory Adult Abuse Registry Check
- Satisfactory Child Abuse Registry Check
- Must have the ability to travel throughout the province (Please note that this position is currently designated under current Public Health Orders and is required to confirm COVID-19 fully vaccinated status or submit to regular COVID-19 testing)

Qualifications:

Essential:

- Experience performing legal administrative duties including file review and management
- Experience gathering and compiling information through interviewing clients or conducting research
- Experience analyzing and interpreting complex technical or legal documents and providing appropriate assessments and recommendations within specific policies or legislation
- Excellent written communication skills including drafting complex documents and correspondence
- Ability to pay attention to details and maintain a high degree of accuracy
- Strong interpersonal skills with the ability to interact effectively with the public, clients, government agencies and professionals
- Ability to work effectively in a team environment
- Excellent verbal communication skills
- Ability to make decisions independently, show initiative and work under minimal supervision
- Strong organizational skills with the proven ability to prioritize assignments and work under time constraints to meet conflicting deadlines
- Ability to adapt, learn and grow through challenge, pressure or adversity - resilience
- Proficiency with Microsoft Office (Word, Excel, Outlook) or equivalent software

Desired:

- Knowledge of family law, criminal law or administrative law environments within Manitoba
- Experience using database programs including LAMAS and CCAIN
- Knowledge of the Legal Aid Manitoba mandate, application process and related policies and procedures
- Certificate in Legal Administration or equivalent combination of education, training and experience

Duties:

Under the direction of the Area Director and in accordance with established policies, procedures and legislation, the incumbent manages a large complex caseload of Legal Aid applicants. The incumbent is responsible for interviewing applicants to obtain necessary application information, reviewing and assessing legal merit, determining financial eligibility, applying policy and procedure and making decisions to authorize or deny coverage to Legal Aid applicants. The incumbent will be required to attend Criminal Intake Courts and be responsible for consulting with appropriate stakeholders, gathering information from clients and assisting lawyers at court appearances.

Apply Now:

Advertisement # 38464
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 by internal applicants. 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



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Manitoba Civil Service Commission, 935 - 155 Carlton Street, Winnipeg, MB R3C 3H8 (204) 945-2332