

# Manitoba Government Job Opportunities

## **Administrative Assistant/Secretary**

### **AY3 Administrative Secretary**

Regular/full-time

Manitoba Justice  
Legal Aid Manitoba

Winnipeg MB

**Advertisement Number:** 41585

**Salary(s):** AY3 \$43,462.00 - \$49,704.00 per year

**Closing Date:** August 18, 2023

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.

Candidates who do not meet all essential criteria may be considered on an underfill basis at a commensurate rate of pay.

To be considered for this competition, you **ARE REQUIRED** to submit an Application Screening Form (Word or fillable PDF only), along with your resume and cover letter, to the Public Service Commission at [govjobs@gov.mb.ca](mailto:govjobs@gov.mb.ca) . Complete the Application Screening Form at the link below.

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.

The Manitoba Government has a comprehensive compensation and benefits package which includes extended health care, healthspending account, dental care, vision care, long term disability insurance, group life insurance, maternity/paternity and parental leave, family related leave and a defined pension plan. Training and career development opportunities are also available for employees.

## **Conditions of Employment:**

- Must be legally entitled to work in Canada
- Satisfactory Enhanced Security check – Level 4
- Satisfactory Criminal Record Check and Vulnerable Sector Search
- Satisfactory Adult and Child Abuse Registry Checks

## **Qualifications:**

### **Essential:**

- Experience performing a full range of legal administrative/secretarial duties, including reception/switchboard duties, in a family or criminal law environment
- Knowledge of family or criminal court proceedings
- 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
- Experience dealing with confidential information and using discretion in handling sensitive materials
- Proficiency with Open Office or Microsoft Office or equivalent software

**Desired:**

- Successful completion of a recognized legal secretarial/administrative assistant training program, or an equivalent combination of education, training, and experience
- Experience with legal research applications and conducting related legal research

**Duties:**

This position provides legal administrative/ secretarial support to legal professionals within a mixed practice law office. Tasks include all correspondence and legal documents; responding to queries from clients and external agencies; scheduling appointment and meetings; and reception. The incumbent is also responsible for duties related to opening and closing client files which may include file review, issuance or required correspondence, updating client data and filing client records.

**Apply Now:**

Advertisement # 41585  
 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](mailto:govjobs@gov.mb.ca)

**WHEN APPLYING TO THIS POSITION, PLEASE INDICATE THE ADVERTISEMENT NUMBER AND POSITION TITLE IN THE SUBJECT LINE AND/OR BODY OF YOUR EMAIL.**

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 for represented positions may be grieved by internal represented applicants. Should a selection grievance be filed, information from the competition file will be provided to the grievor's representative. 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.

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**People. Purpose. Progress.**

[manitoba.ca/govjobs](http://manitoba.ca/govjobs)



Any personal information provided including employment equity declarations will be used for employment and/or statistical purposes and is protected by The Freedom of Information and Protection of Privacy Act.

**Alternate formats available upon request**