Manitoba Government Job Opportunities

Legal Administrative Assistant

AY3 Administrative Secretary 3

Regular/full-time

Manitoba Justice
Westman Community Law Centre (CLC), Legal Aid Manitoba

Brandon MB

Advertisement Number: 45749

Salary(s): AY3 $48,569.00 - $56,928.00 per year

Closing Date: November 2, 2026

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 6 months.

Introduction

Legal Aid Manitoba is seeking a qualified candidate to fill a Legal Administrative Assistant position in Brandon.

To be considered for this competition you must submit a resume.

Duties:
The Legal Administrative Assistant provides comprehensive administrative, secretarial, reception, and legal support to staff lawyers by preparing, formatting, editing, proofreading, and distributing correspondence, memos and legal documents. The position is responsible for communicating with clients, the Court Office, Crown's Office, opposing counsel, and other stakeholders on behalf of lawyers as required. Additional responsibilities include receiving, screening, and directing inquiries; maintaining paper and electronic filing and records management systems; and ensuring the accurate tracking, organization, and maintenance of legal and administrative information.

Qualifications:
Essential:
- Completion of a Legal Assistant Certificate program or an equivalent combination of education and related experience may be considered.
- Experience performing a full range of legal administrative and secretarial duties including reception duties in a family and/or criminal law environment.
- Experience maintaining physical and electronic legal files and database systems.
- Experience using computer applications such as OpenOffice, Microsoft Office, or equivalent software.
- Strong written communication skills with experience preparing, formatting, proofreading, and editing legal documents with a high degree of accuracy and attention to detail.
- Strong verbal communication skills.
- Strong organizational and time management skills with the ability to prioritize workloads and effectively manage tight deadlines.
- Strong interpersonal skills with the ability to work in a team environment and deal effectively with the public in a legal environment.
- Ability to work independently and solve problems.
- Ability to work with highly sensitive material in a confidential and professional manner.
- Thorough knowledge of family, criminal, and/or administrative law documents and procedures.

Desired:
- Knowledge of Legal Aid Manitoba's mandate, policies, procedures, and application processes, including financial and merit eligibility requirements.

Conditions of Employment:
- Must be legally entitled to work in Canada

- Must provide and maintain a satisfactory Criminal Record Check
- Must provide and maintain a satisfactory Child Abuse Registry Check
- Must provide and maintain a satisfactory Adult Abuse Registry Check

Apply Now:

Advertisement # 45749
Talent Acquisition
Human Resource Services
600-259 Portage Avenue
Winnipeg, MB, R3B 2A9
Phone: 204-945-7518
Fax: 204-945-0601
Email: 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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manitoba.ca/govjobs

Manitoba

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