



LEGAL AID MANITOBA

BRYDGES APPLICATION TELEPHONE SERVICE (BATS) CLERK

Part or Full Time hours available

Administrative Office, Intake Department, Legal Aid Manitoba
Winnipeg, MB

Closing Date: September 21, 2026

Salary: \$25.74/hr

Legal Aid Manitoba (LAM) works to ensure that eligible Manitobans have access to justice, including those who are disadvantaged and facing a well-resourced individual or entity in court—from women fleeing abusive relationships to immigrants facing deportation to same-sex families fighting for inclusion. Our work contributes to the efficiency of the courts across Manitoba, with positive impacts on the lives of individuals and the overall health of our communities.

LAM has positions available for Brydges Application Telephone Service (BATS) Clerks within the Intake Department.

Conditions Of Employment:

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

Qualifications:

Essential:

- Experience providing administrative support in an office environment
- Experience gathering and compiling information through interviewing clients or conducting research
- Excellent 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 organizational and time management skills
- Excellent verbal communication skills
- Excellent written communication skills
- Ability to pay attention to detail and ensure accuracy
- Proficiency with LibreOffice, Thunderbird or equivalent software

Desired:

- Knowledge of The Legal Aid Manitoba Act, policies and procedures
- Successful completion of a recognized legal secretarial/administrative assistant training program, or an equivalent combination of education, training, and experience
- Capacity to speak and/or write in French

Duties:

Under the direction of the Senior Application Intake and Assessment Officer(s) and in accordance with established policies, procedures and legislation, the incumbent is responsible for client services, administrative support, and application processing through the Brydges Application Telephone Service (BATS) for Legal Aid Manitoba . Key responsibilities include conducting initial interviews with applicants, researching and communicating the status of applications, and explaining appeal procedures.

To assist the selection committee to adequately assess your qualifications against the assigned screening criteria, your cover letter and resume must clearly indicate how you meet the above qualifications.

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

We thank all those who apply and advise that only those candidates whose qualifications meet the essential criteria will be offered an interview. Please note that we do not pay for any expenses (i.e. moving / travelling expenses, etc.) related to this opportunity.

INTERESTED INDIVIDUALS SHOULD SUBMIT A COVER LETTER AND RESUME BY
FRIDAY, SEPTEMBER 21, 2026

TO: Lucas Auger via email: hr@legalaid.mb.ca