

# Manitoba Government Job Opportunities

## Clerk of Court/Staff Justice of the Peace/Deputy Registrar

### CC1/2 Clerk of Court 1-2

Regular/full-time

Manitoba Justice

Thompson and The Pas Court Offices, Manitoba Court Operations

The Pas MB, Thompson MB

**Advertisement Number:** 37328

**Salary(s):** CC1/2 \$1,573.25 - \$1,939.38 bi-weekly Plus Remoteness Allowance, if applicable.

**Closing Date:** April 11, 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).

This is a preference competition. All applicants are encouraged to apply, however first consideration for this competition will be given to Indigenous people. Applicants are requested to self-declare at the time of application.

An eligibility list will be created for similar positions and for different locations, pending appropriate staffing approval.

Candidate will need to specify which locations they are interested in which may be both.

To be considered for this competition candidates are required to submit the Application Form for screening, along with their resume, to the Civil Service Commission by email ([govjobs@gov.mb.ca](mailto:govjobs@gov.mb.ca)), quoting 37328 and position title in the subject line. Resumes may be used in addition to the Applicant Form for screening purposes.

[Click here](#) to access the APPLICATION FORM THAT MUST BE COMPLETED.

### Introduction

Consider an exciting career with Manitoba Justice in a Court environment as a Court Clerk Monitor/Staff Justice of the Peace/Deputy Registrar. Extensive training as well as coaching are provided for this position. We have a substantial benefits package which includes extended health, health spending, dental, vision, long term disability, supportive employment, maternity and parental leave, and a defined pension plan.

### Conditions of Employment:

- Must be legally entitled to work in Canada
- Enhanced Security Check
- Satisfactory Criminal Record Check, Adult Abuse Registry Check and Child Abuse Registry Check
- Must qualify for an appointment as a Staff Justice of the Peace pursuant to statutory requirements
- A valid Manitoba Class 5F Driver's license and access to a personal vehicle for business purposes
- Ability to lift and transport related equipment weighing up to 30 lbs.
- Ability to work overtime as necessary with little notice
- Ability to travel to other court centres and circuit court locations by car, airplane and other means of transportation with the possibility of overnight stays
- Ability to work flexible hours as needed to meet workload demands

### Qualifications:

#### Essentials:

- Experience performing clerical and administrative duties including data entry, handling inquiries on the phone / in-person and preparing / processing complex detailed documentation
- Excellent organizational and time management skills including the ability to handle multiple tasks in pressure situations with strict deadlines
- Strong interpersonal skills with the ability to resolve conflict
- Ability to maintain accuracy and pay attention to detail
- Ability to work independently with minimal supervision
- Ability to exercise sound judgment and independent decision making skills
- Ability to work effectively in a team environment as well as contribute to a respectful workplace
- Proficiency with Microsoft Office (Word, Outlook) or equivalent programs
- Excellent verbal communication skills with the ability to project vocally without error
- Excellent written communication skills

#### Desired:

- Experience working in a court or related legal environment which may include working with courtroom documentation, procedures and processes
- Completion of a recognized legal or administrative assistant program or other related post secondary education

#### Duties:

The incumbent will be required to perform duties as a Court Clerk in Provincial and Queen's Bench Court. Duties include: monitoring court proceedings using digital recording software, accurate logging of court proceedings, marking and recording exhibits, reading charges,

administering oaths to witnesses, maintaining order in the courtroom, completing court dispositions and all related paperwork verbatim, and performing other pre and post court related duties. The incumbent is expected to maintain discretion at all times with the ability to handle sensitive and graphic evidence and submissions during court hearings. The incumbent will also assist the judiciary, members of the legal profession, police and public as required. The incumbent will also hold the designation of a Deputy Registrar and Staff Justice of the Peace. As a Deputy Registrar, the incumbent will review and process documents under the Queen's Bench Rules, various federal/provincial Statutes/Acts and Regulations, file and process court pleadings in all divisions of the Court and enter pertinent information on the Registry system according to a standards manual. As a Staff Justice of the Peace, duties include: receiving information, issuing process and determining issuance of subpoenas, assuring the accuracy and completeness of court-issued documents, reviewing and signing court orders with offenders, applicants and respondents, explaining court procedures and preventative justice programs to the public.

**Apply Now:**

Advertisement # 37328  
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)

**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.**

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