

Manitoba Government Job Opportunities

Judicial Assistant

JA1 Judicial Assistant 1

Term/full-time

Manitoba Justice
Judicial Services, Courts

Winnipeg MB

Advertisement Number: 38609

Salary(s): JA1 \$1,900.23 - \$2,175.00 bi-weekly

Closing Date: February 4, 2022

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.

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 candidates are required to submit the Application Form for screening (Word or fillable PDF only) to the Civil Service Commission by email (govjobs@gov.mb.ca), quoting 38609 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.

Note: You are not required to submit a cover letter, but may be asked to submit a resume, references, or other documentation at a later point if invited for further consideration.

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

Conditions of Employment:

- Must be legally entitled to work in Canada
- Satisfactory Criminal Record Check, Adult Abuse Registry Check and Child Abuse Registry Check
- Satisfactory Enhanced Security Screening/Internal Screening

Qualifications:

Essential:

- Experience performing senior administrative duties in a court or related legal environment
- Excellent verbal communication skills
- Excellent written communication skills
- Excellent proofreading and editing skills with a proven understanding of the proper case, statute and neutral citation standards
- Excellent interpersonal skills with the ability to deal effectively with the legal profession, the general public and other stakeholders
- Proven organizational skills with the ability to meet workload demands and deadlines
- Ability to work independently
- Ability to work in a team environment
- Proficiency in the use of MS Office (Word, Outlook and Excel)
- Completion of a legal administrative training program

Desired:

- Knowledge of the Court systems, Court Rules, policies and procedures
- Experience using legal research applications such as Quicklaw / LexisNexis and CanLII and conducting related Internet searches
- Experience with transcribing

Duties:

The incumbent provides administrative support services to Judges of the Court of Appeal as assigned. Processes the judgments of the court including proofreading and researching legal texts for references to citations and quotations. Maintains filing systems and responds to inquiries from various stakeholders. Coordinates meetings and makes travel arrangements. Assists the judiciary, court staff, government departments, legal profession and the public in a professional manner and applies appropriate level of discretion. The incumbent works primarily independently and with minimum supervision, but also works with a team of colleagues who may require back up support.

Apply Now:

Advertisement # 38609
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.

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manitoba.ca/govjobs



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