



Child and Family Services of Western Manitoba

strengthening families and protecting children since 1899

Specialized Clerk Typist III (Court Clerk)

Child and Family Services of Western Manitoba is accepting applications for a full-time indefinite term Clerk Typist III position. This position is 35 hours per week, Monday to Friday, 8:30 am to 4:30 pm.

The successful applicant will be responsible for preparing highly specialized and time-sensitive material and must have the ability to exercise sound judgement and be organized on a daily basis to determine priority of documents. This specialized clerk role will primarily be responsible for coordinating and implementing legal support services for Agency staff. This may include but is not limited to: attending court proceedings, manually recording dispositions, keeping track of exhibits and files, keeping track of court dates and the Agency's court-related filing system, preparing and/or distributing pertinent documents such as Notices of Hearing, the court docket, court summaries, warrants, motions, affidavits, consents, petitions, subpoenas and court orders. This position also provides back up to the Child Abuse Committee/ Intake Clerical Worker and provides general clerical support to assigned agency staff.

The successful applicant must also possess strong attention to detail skills, computer skills and excellent knowledge of Windows and Microsoft Office. The successful applicant must also be prepared to attend court regularly with the Agency's legal counsel and staff members, and assist with general clerical duties at times such as photocopying, faxing, scanning, mail, courier and/or providing Reception coverage.

This position will be compensated on the CT3 salary scale which currently ranges from \$22.00 to \$25.16 per hour. This position is subject to a six-month probationary period; upon successful completion of the probationary period, the successful applicant will be eligible to join the Agency's comprehensive benefits and pension plans.

Qualifications:

- Graduate of a recognized business program with minimum two years' clerical experience in an office setting required – having taken legal system courses is considered a definite asset and applicants with direct work experience in the legal field or court system will be given precedence during the shortlisting process;
- Knowledge of legal terminology and documentation;
- Ability to communicate well in both written and oral format;
- Ability and professional confidence to attend court proceeding on a regular basis;
- Excellent time management, attention to detail and organizational skills, including the demonstrated ability to determine priorities, meet deadlines and problem solve in a fast-paced environment;
- Excellent computer skills, including knowledge and technical proficiency in Microsoft Office (Word, Excel), a minimum 60 words per minute typing speed, and the ability to quickly learn the Agency's software system;
- Ability to respect and promote confidentiality – direct experience handling confidential information;
- Demonstrated ability to take initiative and work independently with minimal supervision;
- Must be legally entitled to work in Canada;
- Successful completion of a Criminal Record check, Child Abuse Registry check, Prior Contact check and a Driver's Abstract check will be required.

Please express your interest in this position, or may position which may arise out of this competition file, please send a *cover letter, resume and three references* to an email address below. Interested applicants who have questions about this indefinite term position are encouraged to call 204-726-6030 and ask to speak to Human Resources.

Candace Kowalchuk, Human Resources Specialist
800 McTavish Avenue Brandon, MB R7A 7L4
Email: candace.kowalchuk@gov.mb.ca or hr@cfswestern.mb.ca
Website: <http://cfswestern.mb.ca/get-involved-2/careers/>



This posting will be open until a suitable applicant is recruited. We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted.