

Manitoba Government Job Opportunities

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

CC3-4 Clerk of Court 3-4

Regular/full-time

Manitoba Justice

Regional Court Operations, Courts

Portage la Prairie MB

Advertisement Number: 39668

Salary(s): CC3-4 \$44,957.00 - \$57,363.00 per year

Closing Date: August 28, 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.

Preference may be given to internal candidates

This competition may be used to appoint successful candidate(s) to current and future appointments in Portage la Prairie and surrounding areas, subject to staffing approval.

To be considered for this competition you must submit an Application Screening Form, along with your resume and cover-letter. Complete the Application Screening Form at the link below.

If you are having difficulty opening the link, you may have to use a different browser. You may also contact Human Resource Services under "Apply to" to request a copy of the Application Screening Form. The selection board will rely on information provided in the form and may rely on the information provided in the resume and cover letter to determine whether a candidate will be invited for further assessment.

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

Introduction

Have you considered a career in Courts Operations?

A career with Manitoba Justice can be interesting and rewarding – one where you can make a difference. Manitoba Justice's strength comes from its employees and diverse workforce. 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.

This position involves considerable public contact and assistance to the legal profession related to regulations or procedures and completion of court documents. Extensive training as well as coaching are provided for this position in order for you to succeed. Training will start by performing junior court office duties and courtroom functions in order to acquire basic working knowledge of court rules and procedures associated with any of the various courts functioning in the province. Successful candidates usually start as a Clerk of Court 3 (CC3) and with training/experience, progress to the Clerk of Court 4 (CC4) level.

Conditions of Employment:

- Must be legally entitled to work in Canada
- Satisfactory Enhanced Security Check - Level III
- Satisfactory Criminal Record Check - Vulnerable Sector Search, Child Abuse Registry Check and Adult Abuse Registry Check
- Ability to lift and transport related equipment weighing up to 14 kgs./30 lbs.
- Must possess a valid Manitoba Class 5F Driver's Licence and have access to a personal vehicle to travel for business purposes
- 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
- Must qualify for an appointment as a Staff Justice of the Peace pursuant to statutory requirements
- Ability to work flexible hours as needed to meet workload demands

Qualifications:

essential:

- Ability to perform data entry as well as prepare, administer and process complex documentation in accordance with legislation or procedures
- Excellent organizational and time management skills including the ability to handle multiple tasks in pressure situations with strict deadlines
- Ability to maintain accuracy and pay attention to detail
- 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
- Strong interpersonal skills with the ability to resolve conflict
- Excellent verbal communication skills including the ability to project vocally without error
- Excellent written communication skills
- Experience with Microsoft Office (Word and Outlook) or equivalent programs

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 various duties taking from three different types of court related roles which are Court Clerk Monitor, Staff Justice of the Peace and Deputy Registrar.

As a Court Clerk Monitor attending Provincial and Queen's Bench criminal, family and civil court sittings. 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, register and issue all court pleadings and processes 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 # 39668
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.

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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