

WE ARE NOW ACCEPTING APPLICATIONS FOR:

Legal Clerk

Administrative Level 5

Legislative Services

The Legal Clerk performs a variety of administrative, financial and clerical duties in support of the Legislative Services Department including handling public and internal inquiries and concerns. This position provides exceptional customer service while adhering to the regulatory requirements of legislation, by-laws, and policies administered by the corporation.

Mandatory Education/Certification & Experience

- Grade 12, GED, or Mature High School Diploma
- Graduate from a recognized post secondary institution in Legal Administration or a relevant field
- Minimum of two (2) years experience in a related role

Preferred Education/Certification & Experience

- Municipal Administration Program through (CMMA)
- Knowledge of legislation pertaining to local government, in particular The Municipal Act, The Planning Act, and The Highway Traffic Act is an asset
- Minimum of one (1) year experience as a legal assistant at a law firm
- Knowledge of property and real estate work at a law firm is an asset

Competition # 230073

Please apply with a cover letter and resume on-line at: <http://jobbank.brandon.ca>

Applications will be accepted until **11:59 p.m. on June 15, 2023**

Posting Date: June 1, 2023

This opportunity is open to all applicants; however, first consideration will be given to current City of Brandon CUPE employees.

The selection process for this competition will include testing and an interview.

The City of Brandon reserves the right to underfill this position.

Rate of Pay:

\$26.67 - \$27.77 per hour - 2023 rates.

Position Conditions: This is a full-time, permanent position of 36.25 hours per week. This position will be offered in accordance with conditions identified in the Collective Agreement between the City of Brandon and CUPE Local 69.

The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation.

If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or Twitter!