

LAW SOCIETY OF SASKATCHEWAN

Complaints Counsel

The Law Society of Saskatchewan is responsible for regulation of the profession in the public interest. The successful applicant will be responsible for the following:

- Receiving and processing telephone inquiries and written complaints
- Investigating and resolving complaints
- Referring complaints for further action
- Liaison to the Ethics, Discipline and Professional Standards Committees
- Providing informal ethics opinions
- Policy development

The applicant should be a lawyer with at least 2 years of experience. The applicant must possess excellent interpersonal and communication skills and be able to deal tactfully with the public and other lawyers. The applicant must also understand the responsibilities of lawyers to their clients and the legal profession. The position requires organizational skills, the ability to meet deadlines and to work under pressure. Mediation training and customer service would be an asset. Some travel is required.

The position commences August 2017 and is located in Regina.

The Law Society of Saskatchewan offers an attractive benefits package and interesting work in a collegial environment. Please submit your resume and covering letter with salary expectations by **July 12, 2017** to:

Donna Sigmeth, Q.C.
Law Society of Saskatchewan
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Email: reception@lawsociety.sk.ca

The Law Society of Saskatchewan is an equal opportunity employer