

## Legal Administrator

<b>Location:</b>	Regina, Saskatchewan
<b>Position Type:</b>	Permanent Part-time
<b>Salary:</b>	\$53,559 - \$71,412 (Annual full-time salary range)
<b>Closing Date:</b>	December 3, 2017

We're looking for a Permanent Part-time Legal Administrator to join SaskTel's team of 3 lawyers and 1 assistant. We need a professional who understands and has experience supporting lawyers with both litigation and corporate commercial work. We are a busy in-house legal department serving a fast moving, complex business.

### The Opportunity

SaskTel wants a professional, capable Legal Administrator to join our legal team at our head office in Regina, SK. Our team, lawyers and Administrators included, prides itself on using our legal skills and business acumen to find solutions to business problems.

### GENERAL ACCOUNTABILITY

In this position, you are accountable for the effective, efficient and confidential administrative support to the Corporate Lawyers. You will perform paralegal duties and participate in research and projects. The incumbent is also expected to relieve the Corporate Lawyers of routine administrative duties as required.

### KEY ACCOUNTABILITIES

1. Attains knowledge and skills specific to legal profession in order to perform paralegal functions associated with all aspects of legal practice including:
  - handling the acquisition, disposal and leasing of SaskTel properties.
  - preparing and processing correspondence and documentation associated with corporate overdue accounts and charges orders.
  - preparing confidential documentation and correspondence pertaining to arbitration cases.
  - assisting the Corporate Lawyers in preparing and compiling documentation for Examinations for Discovery and court appearances.
  - preparing documentation and correspondence pertaining to Ombudsman cases.
  - dealing with employee garnishees, third party demands and contractor hold-backs.

2. Ensures the efficient operation of the department by directing the information flow to the appropriate legal counsel and attaining a sufficient knowledge of current projects and developments pertaining to the Lawyer's work.
3. Ensures that all written communication is handled in a timely and accurate manner by drafting and typing letters, reports, memos, contracts as well as various other correspondence and documentation for the Lawyer.
4. Ensures that information is readily accessible and that appropriate levels of confidentiality are maintained through use of an electronic filing system.
5. Serves the office and SaskTel in a professional manner by maintaining harmonious work relationships with all staff and the public, handles incoming calls/inquiries and directs them to the appropriate party or deals with callers personally.
6. Expedites the work of the Lawyer by assisting in setting priorities, determining and maintaining time schedules, arranging meetings and ensuring necessary information for meetings is available, ensures all travel and other arrangements are made, and as necessary, delegating matters to other management.
7. Arranges for execution of leases, contracts and agreements as required and ensures the application of the corporate seal on those documents requiring same.
8. Provides support for the Executive Administrator-Corporate Counsel as required.

## **POSITION REQUIREMENTS**

1. Personal Computer/word processing skills (preferably the MacIntosh).
2. Project Management skills (in order to determine objectives/purpose of project and schedule time and work accordingly).
3. Ability to perform paralegal functions associated with the position.
4. Ability to efficiently transcribe and edit dictation from a Dictaphone.
5. Efficient typist (60 w.p.m.).
6. Legal experience preferred.

***For more information and to apply, please visit [sasktel.com/careers](http://sasktel.com/careers).***