

# Looking for a career with purpose and passion?

## Child and Family Legal Services

### Crown Counsel Assistant (Paralegal)

Ministry of Justice  
Regina and Saskatoon, SK

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your  
future

The Ministries of Justice and Social Services are seeking two (2) Crown Counsel Assistants to support child protection matters, one in Regina and one in Saskatoon, both on the basis of a one-year renewable contract.

The position of child protection Crown Counsel Assistant requires individuals who understand the role of the legal system in child and family services matters. These individuals will have relevant education and/or experience. The candidates will work under the supervision of child and family service lawyers. This may include drafting documents, tracking files, attending Court, identifying the need for and making requests for additional case information, organizing disclosure and other tasks as identified by the lawyers. In order to carry out the required duties effectively, the candidates will require knowledge of legal terminology and *The Child and Family Services Act* (the "Act"), and will be able to acquire an understanding of the fundamentals of the related law.

The successful candidates will work well under pressure, as many of the tasks assigned will be highly time sensitive. Equally, the role requires self-setting of deadlines, monitoring of those deadlines, and follow-up. The successful candidates will therefore be able to work independently to draft complete and accurate affidavits, trial and summary hearing binders, case summaries, other legal documents and related correspondence as required. This may include attending Court to provide support with hearings and trials. This may also at times include using existing precedents, software, and databases for information sharing, information and file management, and scheduling.

The positions require superior computer and word processing skills and familiarity with Word, Excel and other relevant software. A working knowledge of Access would be an asset. This includes an ability to conduct primary legal research independently and efficiently using databases such as CanLII, Quicklaw and Westlaw and clearly communicate results to the lawyer(s).

Finally, the successful candidates will have a basic understanding of provincial privacy law and confidentiality under the Act as they apply to child and family services matters.

The successful candidate will be hired at the MCP04 level. The annual salary range is \$59,688 to \$77,616. To apply on this exciting job opportunity click on <https://govskpsc.taleo.net/careersection/10461/jobdetail.ftl?lang=en&job=COU000773>

**Closing Date: November 30, 2018**

**Competition Number: COU000773**

For more information on this and other opportunities in the public service, visit  
**saskatchewan.ca/careers**  
Toll free 1-866-319-5999

*saskatchewan.ca/careers*

