

# Looking for a career with purpose and passion?

## Contract Crown Assistant (Paralegal)

Ministry of Justice  
Regina, SK

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your  
future

The Ministry of Justice's Legal Services Division is seeking a Crown Counsel Assistant to assist with civil and constitutional litigation matters in Regina on the basis of a one-year renewable contract.

The successful candidate will have relevant education and/or experience and will work under the supervision of one or more lawyers in the Legal Services Division.

The position requires an understanding of the civil litigation process. Duties may include document collection, review, compilation, disclosure and production, liaising with client contacts, preparing drafts of legal documents or correspondence, maintenance of a precedent system, a library catalogue, and legal research. The position may also involve attending court or pre-trial procedures (such as questioning/discoveries) in a support capacity for Ministry counsel.

This position requires superior computer and word processing skills and familiarity with Word, Excel and other relevant software. Experience with litigation management software is an asset, particularly experience working with Adobe Acrobat and iPro Eclipse, as document management will be a primary duty associated with this position. Experience with legal research software including CanLii and QuickLaw is also an asset.

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=COU000774>

**Closing Date:** November 30, 2018

**Competition Number:** COU000774

For more information on this and other opportunities in the public service, visit [saskatchewan.ca/careers](http://saskatchewan.ca/careers)  
Toll free 1-866-319-5999



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