

# Looking for a career with purpose and passion?

Crown Counsel Assistant (Paralegal)-Solicitor and  
Legislative Services  
Ministry of Justice  
Regina, SK

Explore  
your  
future

The Ministry of Justice's Legal Services Division is seeking two Crown Counsel Assistants to assist with solicitor and legislative matters in Regina on the basis of a one-year renewable contract.

The successful candidates will have relevant education and/or experience and will work under the supervision of one or more lawyers in the Legal Services Division. The successful candidates will need to work independently, follow instructions with minimal supervision and take initiative to meet the needs of the division.

The positions require an understanding of government, cabinet and legislative processes as well as solicitor work. Duties may include research, preparing legal agreements and cabinet documents, liaising with clients and stakeholders, conducting cross jurisdictional scans and analysis, assisting with freedom of information responses, preparing correspondence, as well as creating and maintaining a precedent system.

The positions require superior computer and word processing skills and familiarity with Word, Excel and other relevant software. Excellent written and verbal communication skills, sound judgment, strong organization skills and superior analytical skills are needed for the positions. Experience with legal and legislative procedures are requirements. Experience with legal research software including CanLii and QuickLaw is also an asset.

**Closing Date:** November 30, 2018

**Competition Number:** COU000777

The Government of Saskatchewan offers a wide range of careers with purpose and passion. Our people enjoy an enviable work/life balance in an environment that supports creativity, innovation and diversity while providing learning and career development opportunities. We're helping make Saskatchewan the best place to live, work and raise our families, by building the best public service in Canada. Join the team!

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