

COURT OF KING'S BENCH FOR SASKATCHEWAN

Research and Resource Counsel

Description & Opportunity

The Court of King's Bench for Saskatchewan is seeking to fill the position for the role of Research and Resource Counsel in Saskatoon. The qualified lawyer selected for this position will be asked to dedicate 75% of their time to the responsibilities of the position over a three-year period as an independent contractor.

Reporting to the Judges of the Court of King's Bench, the Research and Resource Counsel will develop, update, maintain and organize internal and external resources to assist both judges and self-represented litigants.

Job Responsibilities & Details

Research and Resource Counsel will be responsible for developing, updating, maintaining and organizing both internal and external resources.

The Court King's Bench for Saskatchewan is seeking to increase the substantive and procedural resources available for the judiciary to assist in rendering timely and accurate decisions. Primary duties will include the creation of up-to-date criminal, civil and family law practice handbooks on a wide variety of pertinent topics, as well as monitoring for legislative changes that impact court process and procedure.

Additionally, the Research and Resource Counsel will be asked to develop and maintain guidebooks for self-represented litigants and to ensure the Court's website is up-to-date, accurate and helpful. This will include resources that outline the required documents and court forms, as well as explain court processes in easily understandable language.

To develop these resources, Research and Resource Counsel will work closely with members of the judiciary, and various Court Committees, including the Civil, Family and Criminal Practice Committees.

With the assistance of the Court Technology Unit, the Research and Resource Counsel will be responsible for creating a central repository of the developed material that is accessible, searchable, and easy to navigate for the judiciary.

To ensure appropriate collaboration between the successful candidate and the judiciary, the hours of work will generally be 8:00AM to 5:00PM in-office in Saskatoon. However, flexibility in terms of hours and work location may be permitted with prior discussion.

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The Ideal Candidate

The ideal candidate would bring:

- Knowledge and experience with court processes in the Court of King's Bench;
- Litigation experience in the practice of civil, family and/or criminal law;
- Excellent interpersonal skills;
- The ability to meet deadlines, working independently and as part of a team;
- Experience and proficiency with computer software applications, including legal research applications, Microsoft Office, and Adobe Pro;
- Ability to deliver a high-quality work product;
- Excellent writing skills.

Typically, the knowledge, skills and experience required for this position would be acquired through:

- Juris Doctor or LLB degree;
- Licensed, and in good standing, with the Law Society of Saskatchewan;
- A satisfactory criminal record check.

Benefits

The Research and Resource Counsel will be compensated in the sum of \$100,00.00 per year in recognition of the position being 75% time. No deductions will be remitted.

Additionally, the Research and Resource Counsel will have the following benefits:

- 13 weeks off per calendar year (to be determined by the successful candidate in consultation with the Court of King's Bench);
- An office space within the Court of King's Bench for Saskatchewan, Judicial Centre of Saskatoon;
- A fully equipped computer and access to online resources to assist with the development of material, including QuickLaw and WestLaw;
- Access to the judges' library;
- Flexible work arrangements, when requested and approved in advance.

Application

Applications are due on **March 31, 2025** and should include a cover letter, a resume, and three references. All applications will be held in strict confidence.

Applications and requests for more information should be sent to the Executive Legal Officer of the Court of King's Bench for Saskatchewan, Stephanie Ens, either by mail or email:

Stephanie Ens - Court of King's Bench for Saskatchewan
520 Spadina Crescent East
Saskatoon, SK S7K 3G7
sens@skkb.ca.