



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/05

Court Clerk

Job ID	34-CB-42-7E-D5-58	
Web Address	https://careers.indigenous.link/viewjob?jobname=34-CB-42-7E-D5-58	
Company	Ministry Of Attorney General	
Location	Vancouver , British Columbia	
Date Posted	From: 2022-01-18	To: 2022-02-07
Job	Type: Full-time	Category: Office
Job Salary	\$48,770.29 - \$55,150.43 annually	
Languages	English	

Description

Ministry of Attorney General: Vancouver
Court Clerk

This posting is to establish an eligibility list for future permanent and/or temporary vacancies. As a branch within the Ministry of Attorney General, Court Services employs approximately 1,300 staff to deliver programs and services at 89 court locations, in person, by telephone, via video and the Internet.

In the role of a Court Clerk, you will provide effective and efficient court clerk services to the Court and provide administrative assistance within the Registry. This role is responsible for interpreting documentation in court files to ensure accurate information in processing documents and processing court files. The position interacts with members of the public, the bar, and the judiciary.

Come be a part of the BC Public Service, a Top 100 Employer that embraces diversity, health and career growth. For more information, please see What We Offer.

The BC Public Service is committed to creating a diverse workplace to represent the population we serve and to better meet the needs of our citizens. Consider joining our team and being part of an innovative, inclusive and rewarding workplace.

The Indigenous Applicant Advisory Service is available to applicants that self-identify as Indigenous (First Nations, status or non-status, Metis, or Inuit) seeking work or already employed in the BC Public Service. For advice and guidance on applying and/or preparing for an interview for this opportunity, we invite applicants to connect with the Indigenous Applicant Advisor Amanda by email: IndigenousApplicants@gov.bc.ca or by phone: 778-698-1336.

Qualifications for this role include:

- Secondary school graduation or equivalent (GED).
- Must have 2 years' experience in an office environment OR 2 years combination of customer service, clerical duties, office experience and education.
- Must have a minimum of 1 year experience in keyboarding, data entry, word processing, standard computer applications and software programs (e.g., Windows, MS Word, Excel, Outlook).
- A combination of experience, education and/or training may be considered.

- Have a minimum of 40 WPM keyboarding.

How to Apply

Click "Apply Now" For more information, and to apply online by February 7, 2022,