



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: 2024/05/04

Judicial Assistant (43006)

Job ID	3B-68-4B-BA-21-08	
Web Address	https://careers.indigenous.link/viewjob?jobname=3B-68-4B-BA-21-08	
Company	The Alberta Court Of Justice	
Location	Calgary, Alberta	
Date Posted	From: 2023-05-30	To: 2023-06-13
Job	Type: Full-time	Category: Law
Job Salary	\$2,042.85 to \$2,511.73 bi-weekly (\$53,318.00 - \$65,556.00/year)	
Languages	English, French	

Description

Job Title: Judicial Assistant

Location: Calgary

Full or Part-Time: Full-time

Hours of Work: 36.25 hours per week

Regular/Temporary: Regular

Job Link - <https://jobpostings.alberta.ca/job-invite/43006/>

About Us

To learn more about Court and Justice Services please follow the link at

<https://www.alberta.ca/court-and-justice-services.aspx>.

The Alberta Court of Justice will recognize the importance of working collaboratively with First Nations, Metis and Inuit communities, and have a working knowledge around the Truth and Reconciliation Commission calls to action. They also understand the importance of child and family involvement, connection, and collaboration to a large array of other cultures and communities

Role

Come join a talented group of professionals dedicated to the administration of justice.

Judicial Assistants are senior frontline representatives of the Court and Alberta Justice, supporting the judiciary, counsel, and litigants in the Alberta Justice system. You will be responsible for managing administrative functions related to members of the judiciary, including decision preparation, formatting, and filing; scheduling; arranging travel; calendar management, committee work, and other executive assistant duties as required. You will also provide back-up to the other Judicial Assistant positions.

Qualifications

Two-year diploma in legal or office administration (or related field) and a minimum of one-year progressively responsible related experience as an Executive Assistant. Experience providing support to multiple stakeholders and working in a legal or court environment would be assets. Experience communicating in French fluently (orally and in writing) would also be an asset.

Candidates may be asked to do further testing.

Equivalencies:

Additional directly related experience will be considered in lieu of some education.

How to Apply

Click "Apply Now"