



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

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/26

Judicial Administrative Assistant

Job ID	50-A0-63-09-01-8D	
Web Address	https://careers.indigenous.link/viewjob?jobname=50-A0-63-09-01-8D	
Company	Ministry Of Attorney General	
Location	Vancouver , British Columbia	
Date Posted	From: 2021-05-03	To: 2021-05-24
Job	Type: Full-time	Category: Law
Languages	English	

Description

Ministry of Attorney General

Vancouver

Judicial Administrative Assistant

\$48,491.66 - \$54,765.88 annually

2 permanent, full-time positions are available.

Contribute to the administration of justice in a diverse legal environment

The Judicial Administrative Assistant (JAA) prepares, edits and proofreads highly confidential reasons for judgment, while complying with numerous Canadian statutory and judicial legal standards, from the point of initial instruction to final form suitable for release to the parties or their lawyers and for publication on the courts' website for the general public. This role also prepares charges to the jury for Supreme Court, court orders, and other legal, financial and statistical documentation for Justices' signatures. The Judicial Administrative Assistant provides confidential secretarial services to Justices, including drafting correspondence, coordinating meetings, and processing incoming and outgoing mail. The JAA also provides financial and administrative services to Justices by reviewing invoices and completing expense forms, maintaining filing systems, office supplies and Justices' library reference materials, along with completing other related duties as required, including coordinating judicial functions and obtaining hearing lists and transcripts.

This role requires sound judgement and excellent organizational abilities. If you are a motivated, results oriented legal administrative professional wanting to gain valuable experience in a fast-paced, collaborative team environment; we look forward to your application.

The BC Public Service is an award winning employer and offers employees competitive benefits, amazing learning opportunities and a chance to engage in rewarding work with exciting career development opportunities. 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.

Qualifications for this role include:

â€¢ Secondary school graduation, or equivalent (GED); AND

â€¢ Legal training focused on Canadian Law

â€¢ 5 years of administrative experience including three years of experience as a Legal Administrative Assistant in Canada.

â€¢ An equivalent combination of education, training and experience may be considered.

Preference may be given to applicants with:

â€¢ Successful completion of a Canadian Legal Secretary, Legal Assistant or Paralegal program.

â€¢ Written and/or verbal comprehension of the French language.

How to Apply

For more information and to apply online by May 24, 2021, please click [Apply Now](#).