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: 2024/03/29

Court Clerk Applicant Inventory

Job ID	**60-3F-7F-CB-6D-FF**	
Web Address		
https://careers.indigenous.link/viewjob?jobname=60-3F-7F-CB-6D-FF		
Company	BC Public Service	
Location	Vancouver Island & Powell River, British Columbia	
Date Posted	From: 2019-05-06	To: 2019-05-26
Job	Type: Full-time	Category: Office
Languages	English	

Description

BC Public Service
Multiple locations â€“ Vancouver Island & Powell River
Court Clerk Applicant Inventory
Bring your confidence and enthusiasm to the Court Services Branch on Vancouver Island in this career building role!
Salary $46,876.47 - $53,008.76 annually or $25.66 - $29.02 hourly
This posting is to establish a pre-qualified pool of applicants (Applicant Inventory) for Court Clerks who will be eligible to apply on permanent full-time, permanent part-time, and auxiliary positions in Court Services Branch offices across Vancouver Island and Powell River.
Applicant inventories are used to streamline the recruitment experience. They are designed so applicants can be considered for multiple Court Clerk opportunities within Region 1 of Court Administration (Victoria, Western Communities, Duncan, Nanaimo, Port Alberni, Courtenay, Powell River, Campbell River, and Port Hardy). Successful applicants will be placed into an applicant inventory and will be able to submit their application to opportunities as they become available.
Court Services Branch is responsible for the delivery of all court administration services in BC. As a Court Clerk, you bring excellent client service and administrative skills to support all levels of courts in the province. Confident and comfortable in a court environment, you are responsible for a wide range of in-court duties such as calling the cases, reading charges, taking pleas, taking re-elections, clerking jury selection, and administering oaths or affirmations. Performing pre-court, in court, and post court duties, you interpret documentation in court files to ensure accurate information in processing documents and concluding files.
Why work for us
The role of a Court Clerk provides more than simply an exciting career opportunity â€“ you will gain extensive experience interacting with the judiciary, members of the legal profession, and justice system partners. Other features of this opportunity include flexible work schedules, a competitive salary and benefits package, career development opportunities, and more.
Job Requirements for this role include:
â€¢ Grade 12 graduation or equivalent (e.g. Adult graduation, GED, completed post-secondary

education).
â€¢ Two years office experience (e.g. providing clerical, secretarial, receptionist, administrative support or client service delivery in an office an environment)), OR
â€¢ One year of office experience (as defined above) and education/training in a related field (e.g. Legal Office Assistance, Business Administration, Law).
â€¢ Valid BC driverâ€™s license (minimum class 7), or equivalent
â€¢ Preference may be given to candidates with recent Legal Office Assistance training or certification.

How to Apply

To learn more and to apply online by May 26, 2019, please visit:
https://bcpublicservice.hua.hrsmart.com/hr/ats/Posting/view/60086