



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.Link's 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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Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/29

Court Clerk/Registry Clerk

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|--------------------|---|------------------|
| Job ID | AA-C6-95-36-80-7D | |
| Web Address | https://careers.indigenous.link/viewjob?jobname=AA-C6-95-36-80-7D | |
| Company | Ministry Of Attorney General | |
| Location | Prince Rupert, British Columbia | |
| Date Posted | From: 2023-03-31 | To: 2023-04-19 |
| Job | Type: Full-time | Category: Office |
| Languages | English | |

Description

Ministry of Attorney General

Prince Rupert

Court Clerk/Registry Clerk

\$52,803.18 - \$59,607.79 annually plus 3 Grid TMA and \$40.42 bi-weekly Isolation Allowance

A fast-paced role for a highly organized and detail-oriented team player

Court Services Branch is responsible for the delivery of all court administration services in BC. These consist of registry, trial support and Sheriff Services for all levels of court. The Registry provides the infrastructure to process documents that are required by the court to ensure timely and effective processing of court cases and support to the justice system.

As a Registry/Court Clerk you will provide effective and efficient administrative support to all levels of court (Supreme Court, Provincial Court) as well as registry duties when required. Flexibility and organization will be key in this role as you provide administrative services to the Court and Registry.

Interacting with members of the public, the bar and the judiciary, you will be responsible for pre-/post- and in-court duties including preparing the courtroom and its equipment for court events. Your role will involve managing court files by reviewing them for accuracy; and completing, distributing and interpreting court documents while providing exceptional service to the public.

Qualifications for this role include:

- Secondary School graduation or equivalent.
- One year of clerical experience, education and/or training.
- One year of experience delivering customer service.
- Experience/training in keyboarding, data entry, word processing and other standard computer applications.
- Must be able to type 45 wpm

How to Apply

Click "Apply Now" For more information, and to apply online by April 19, 2023