



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: 2022/05/22

Senior Judicial Administrative Assistant

Job ID	FE-1F-48-BB-C9-12
Web Address	https://careers.indigenous.link/viewjob?jobname=FE-1F-48-BB-C9-12
Company	Ministry Of Attorney General
Location	North Vancouver , British Columbia
Date Posted	From: 2022-01-11 To: 2022-01-28
Job	Type: Part-time Category: Law
Job Salary	\$29.60 - \$33.49 hourly
Languages	English

Description

Ministry of Attorney General : North Vancouver

Senior Judicial Administrative Assistant

There is currently one permanent part-time (0.6) position available.

The Senior Judicial Administrative Assistant (SR JAA) provides highly confidential administrative services, financial administration, office management, and other related administrative duties to the Regional Administrative Judges, Local Liaison Judges, and Provincial Court Judges. The SR JAA handles confidential court documents such as judgments, transcripts, and records, making it vital that the SR JAA be able to maintain the confidentiality of court materials at all times. Senior Judicial Administrative Assistants are highly motivated administrative professionals with a strong sense of order, who are able to work both independently and in teams, have the ability to adapt and problem solve under pressure, and find great reward in providing exemplary administrative support services and facilitating the successful operation of the Provincial Court Judiciary.

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:

- Minimum of two years' administrative/ secretarial experience/ court clerk required, of which 1 year is in a legal capacity.
- Significant experience/training in keyboarding (50 wpm preferred).
- Experience with current MS Office Suite, specifically Word and Excel.
- Proven high-level experience in editing and proofreading.
- Preference will be given to applicants with experience editing Judgments.

- Preference will be given to applicants with dictation or machine transcribing experience.
- Preference may be given to applicants who have completed a Legal Secretary or Legal Administration Course.
- Or equivalent combination of Education and Experience.

How to Apply

Click "Apply Now" For more information, and to apply online by January 28, 2022