



Legal Aid NL is proud to provide an innovative and collaborative legal aid system that responds to the needs of low income persons. Our services promote access to justice through the provision of quality legal assistance for criminal, family and some administrative law matters. Legal services are provided through a staff based delivery model via thirteen full service offices, four project offices and duty counsel services province wide.

We are accepting resumes from qualified candidates for a **Legal Assistant (maternity leave replacement)** position in the Provincial Directors Office (PDO).

As a member of the PDO team, the successful candidate will be responsible for a variety of legal and administrative support functions, including but not limited to:

- Providing administrative support to the Deputy Provincial Director (Legal Services), and the Legal Services Solicitor by:
  - Preparing, reviewing and editing a wide range of legal documents, client applications and correspondence of a confidential nature
  - Transcribing documents using dictation software
  - Managing all incoming/outgoing correspondence and phone calls in a confidential, organized and efficient manner
  - Establishing and maintaining calendars, including arranging meetings, continuing legal education (CLE's), travel and scheduling of reminders
  - Assisting in the family law appeal application process
  - Acting as a liaison between lawyers, clients, staff members and outside organizations
  - Creating and maintaining a filing system
- Providing back up support to the Management Committee's Administrative Team
- Assisting with knowledge sharing, mentoring and training of co-workers and new employees as requested
- Other duties as may be assigned

The successful candidate will hold a Legal or Administrative Assistant Diploma (or equivalent) combined with 3 - 5 years' experience in a similar administrative role. In addition, candidates must have strong verbal and written communication skills and the ability to handle difficult situations and problem solve as needed. Exceptional accuracy and attention to detail is a must, along with a strong work ethic, including the ability to take initiative and anticipate problems before they arise. The successful candidate will possess a positive attitude and be passionate about providing above-average client service. A proficiency in Microsoft Office is required for this role with a minimum typing speed of 60 wpm, as well as experience with dictation software, specifically, Express Scribe Transcription Pro software, and VIQ Player.

Employees of the Newfoundland and Labrador Legal Aid Commission are covered under the Provincial Government's Pension and Health Plan. Optional Dental and Disability Plans are also available. The salary range for this position is \$40,458.60 to \$44,790.20.

Interested applicants should send resume to [humanresources@legalaid.nl.ca](mailto:humanresources@legalaid.nl.ca) no later than 4pm on Friday June 7, 2019.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. Applicants should note that once the vacancy is filled, a list of qualified candidates will be established and maybe used to fill any further vacancies in other Legal Aid NL offices within a 6 month period.