



Newfoundland & Labrador Legal Aid Commission

The Newfoundland & Labrador Legal Aid Commission 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 expressions of interest for a **Legal Assistant (permanent)** to join the team in our **Grand Falls-Windsor Office**.

As a member of the 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 assigned lawyers(s) legal practice by:
 - Preparing, reviewing and editing a wide range of legal documents, client applications and correspondence of a confidential nature
 - Managing all incoming/outgoing correspondence and phone calls in a confidential, organized and efficient manner
 - Establishing and maintaining lawyers calendars, including arranging meetings, travel and scheduling of reminders
 - Acting as a liaison between lawyers, clients, staff members and outside organizations
 - Creating and maintaining a filing system
- Assisting with knowledge sharing, mentoring and training of co-workers and new employees as requested

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 and the ability to take initiative. Additionally, you possess a positive attitude and are passionate about providing above-average client service. A proficiency in Microsoft Office is required for this role. Experience in an intake or direct client service role would be an asset, but is not a requirement for this position.

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@legalaids.nl.ca no later than 12pm on Friday September 20th, 2019.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.