

Manitoba Government Job Opportunities

Trial Coordinator/Staff Justice of the Peace/Deputy Registrar

CC3-4 Clerk of Court 3-4

Regular/full-time

Manitoba Justice
Court Operations, Courts

The Pas MB

Advertisement Number: 40703

Salary(s): CC3-4 \$47,491.00 - \$60,597.00 per year Plus Remoteness Allowance, if applicable.

Closing Date: March 19, 2023

The Manitoba government recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. The Manitoba government supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).

Employment Equity is a factor in selection for this competition. Consideration will be given to Indigenous people, visible minorities and persons with disabilities.

An eligibility list will be created for similar positions and for different locations, pending appropriate staffing approval and will remain in effect for 12 months.

Candidates who do not meet all essential criteria may be considered on an underfill basis at a commensurate rate of pay.

Introduction

Fun Facts about The Pas

Known as "The Gateway to the North", The Pas is a multi-industry northern Manitoba town serving the surrounding region. The main components of the region's economy are agriculture, forestry, commercial fishing, tourism, transportation, and services (especially health and education).

Have you considered a career in Courts Operations?

A career with Manitoba Justice can be interesting and rewarding – one where you can make a difference.

Manitoba Justice's strength comes from its employees and diverse workforce. We have a substantial benefits package which includes extended health, health spending, dental, vision, long term disability, supportive employment, maternity and parental leave, and a defined pension plan.

This position involves considerable public contact and assistance to the legal profession related to regulations or procedures and completion of court documents. Extensive training as well as coaching is provided for this position in order for you to succeed. Training will start by performing junior court office duties and courtroom functions in order to acquire basic working knowledge of court rules and procedures associated with any of the various courts functioning in the province. Successful candidates usually start as a Clerk of Court 3 (CC3) and with training/experience, progress to the Clerk of Court 4 (CC4) level.

Conditions of Employment:

- Must be legally entitled to work in Canada
- Satisfactory Enhanced Security Screening Level III, Criminal Record Check with Vulnerable Sector Search, Adult and Child Abuse Registry Checks
- Ability to work flexible hours to as needed to meet workload demands
- Ability to work overtime as necessary with little notice
- Must qualify for an appointment as a Staff Justice of the Peace pursuant to statutory requirements

Qualifications:

Essential:

- Significant administrative/clerical experience in a court, legal or related environment
- Excellent organizational and time management skills including the ability to handle multiple tasks in pressure situations with strict deadlines
- Strong interpersonal skills with the ability to resolve conflict
- Ability to maintain accuracy and pay attention to detail

- Effective analytical and problem solving skills with proven ability to make sound decisions
- Ability to work effectively in a team environment as well as contribute to a respectful workplace
- High degree of proficiency to read, write and speak English
- Experience with Microsoft Office (Word, Outlook, Excel) or equivalent programs

Desired:

- Experience scheduling and coordinating resources to meet business operations
- Experience with court processes and procedures

Duties:

The incumbent will be required to perform various duties taking from three different type of court related roles. The duties are taken from the Trial Coordinator, Deputy Registrar and Staff Justice of the Peace positions.

The incumbent is responsible for the coordinating of all aspects of motions, pre-trials and trials in the Court of King's Bench and Provincial Court in The Pas region. As Deputy Registrar, the incumbent is responsible to review, file and process documents pertaining to all King's Bench divisions. Incumbent must also hold a designation as a Staff Justice of the Peace and perform the duties of these positions.

Apply Now:

Advertisement # 40703
Service Centre 1
Human Resource Services
1130-405 Broadway
Winnipeg, MB, R3C 3L6
Phone: 204-945-3204
Fax: 204-948-7373
Email: govjobs@gov.mb.ca

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. When applying to this position, please indicate the advertisement number and position title in the subject line and/or body of your email. Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.

Please be advised that job competitions for represented positions may be grieved by internal represented applicants. Should a selection grievance be filed, information from the competition file will be provided to the grievor's representative. Personal information irrelevant to the grievance and other information protected under legislation will be redacted.

We thank all who apply and advise that only those selected for further consideration will be contacted.

People. Purpose. Progress.

manitoba.ca/govjobs



Any personal information provided including employment equity declarations will be used for employment and/or statistical purposes and is protected by The Freedom of Information and Protection of Privacy Act.

Alternate formats available upon request