

# Manitoba Government Job Opportunities

## Prosecution File Manager

### CL4 Clerk

Term/full-time  
with a possibility of becoming regular.

This may be a development opportunity and be under filled at the Clerk 3 Level. Relocation expenses may be available.

Manitoba Justice  
Manitoba Prosecution Service, Crown Law  
Thompson MB

**Advertisement Number:** 40308

**Salary(s):** CL4 \$1,960.40 - \$2,233.00 bi-weekly Plus Remoteness Allowance, if applicable.

**Closing Date:** March 31, 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 and persons with disabilities.**

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

**An eligibility list may be created for similar positions and will remain in effect until exhausted.**

**To be considered for this competition you must submit an application form. Complete the application form at the link below or contact Human Resource Services under "Apply to" to request a copy of the application form. The selection board will rely only on information provided in this form to determine whether a candidate will be invited for further assessment. Note: You are not required to submit a cover letter, but may be asked to submit a resume, references, or other documentation at a later point if invited for further consideration.**

[Click here to access the application form.](#)

## Introduction

Manitoba Prosecution Service is responsible for prosecuting most offences in Manitoba. These offences are identified in provincial statutes, the federal Criminal Code of Canada and the Youth Criminal Justice Act. In Canadian criminal law, the accused is presumed innocent unless proven guilty beyond a reasonable doubt. In order to convict, there must be evidence to prove beyond a reasonable doubt that the accused committed the offence. A Crown Attorney's duty is to ensure that justice is served by presenting all available legal proof of the facts to the court, and the Prosecution File Managers are instrumental in the preparation of these cases.

**To find out more about Remoteness Allowance, please visit [https://www.gov.mb.ca/csc/labour/pubs/pdf/agreements/master\\_agree\\_19\\_23.pdf](https://www.gov.mb.ca/csc/labour/pubs/pdf/agreements/master_agree_19_23.pdf)**

**THIS IS AN ONGOING RECRUITMENT INITIATIVE** This will be an ongoing recruitment initiative for the Prosecution File Manager position (CL4) for Crown Law Division in Thompson. This will allow you to submit a single application that will be considered for Prosecution File Manager positions that become vacant through out the year until May 31, 2023 in Thompson. Full-time term positions with the possibility of becoming regular are available. There are growth opportunities where you can advance in your career. This advertisement will remain open as positions are filled and applications will be reviewed periodically.

## Fun Facts about Thompson

**Known as the "Hub of the North", Thompson is one of Manitoba's more remote destinations. But with waterfalls, wilderness, wolves and more at your fingertips, this Northern city is the perfect place for true adventurers.**

## Conditions of Employment:

- Must be legally entitled to work in Canada
- Satisfactory Criminal Record Search with Vulnerable Sector Search

- Satisfactory Child Abuse Registry Check
- Satisfactory Adult Abuse Registry Check

**Qualifications:****Essential:**

- Experience performing a full range of administrative duties, including providing excellent customer service.
- Maintaining accuracy and attention to detail.
- Interpersonal skills that demonstrate a contribution to a respectful workplace and valued diversity, including the ability to deal effectively with related system stakeholders.
- Excellent written communication skills.
- Excellent verbal communication skills.
- Ability to work independently and show initiative under minimal supervision.
- File management experience including gathering and compiling information to ensure completeness of file documents.
- Excellent organizational and time management skills with the ability to prioritize assignments and meet deadlines.
- The ability to adapt, learn and grow through challenge, pressure or adversity.
- Experience and proficiency with MS Office (Excel, Outlook, Word), Adobe or equivalent software.

**Desired:**

- Experience in administration in a legal environment.
- Graduation from a recognized legal or administrative assistant training program or equivalent education and/or experience.

**Duties:**

Reporting to the Regional Support Staff Manager, the Prosecution File Manager is responsible for propelling prosecutions forward by independently setting matters for disposition or trial, ensuring all aspects of files are complete and relevant information is located, analyzed and brought to the attention of the Crown Attorneys in the most timely way possible. The incumbent is responsible for providing legal administrative support to Crown Attorneys including researching and compiling file information, preparation and completion of complex legal documents and correspondence and creation/maintenance of electronic and physical legal files. The incumbent's responsibilities also include preparing and clearing court dockets, stakeholder contacts, scheduling, reception and other office related duties, and providing assistance to the general public, members of the legal profession and members of various policing agencies.

**Apply Now:**

Advertisement # 40308  
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](mailto:govjobs@gov.mb.ca)

**WHEN APPLYING TO THIS POSITION, PLEASE INDICATE THE ADVERTISEMENT NUMBER AND POSITION TITLE IN THE SUBJECT LINE AND/OR BODY OF YOUR EMAIL.**

**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.**

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**People. Purpose. Progress.**

[manitoba.ca/govjobs](http://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**