



Metis Child, Family & Community Services (MCFCS) Agency is a mandated child and family services agency with the responsibility to administer and manage culturally appropriate community-based child protection and support services for Metis and Inuit people in Manitoba.

LEGAL CLERK

FULL TIME PERMANENT POSITION

Position: Legal Clerk – Competition #: OP LA 06.30.2016
Hours of Work: 7.25 hours per day
Classification and Salary: AY3, \$20.09 – \$22.96 per hour
Location: Winnipeg, MB

This position will coordinate and implement legal support services under the mandate of The Child and Family Services Act and pursuant to Queen's Bench rules. This position requires the highest level of confidentiality. The incumbent is responsible to gather information necessary to maintain adequate and accurate sets of files, documents and records. It is the responsibility of every position to provide, where requested culturally relevant service or assist with access to such service.

Listed below is a summary of the qualifications and responsibilities of the position; complete job descriptions will be available to the successful candidate.

Main areas of Key Responsibilities and Activities

- Create court documents, file the documents in Court, and distribute documents e.g. Notices of Motion and supporting Affidavits, Affidavits of Service, court summaries, court dockets, reports, letters of particulars, adjournment letters, and all other legal documents.
- Prepare and distribute dispositions, and summaries.
- Prepare orders and provide to opposing counsel for signature and file in court.
- Prepare and mail all template Section 52 letters as requested by Agency personnel.
- Maintain a bring-forward system for VPA's and enter legal status.
- Maintain legal filing system and a bring-forward system, diarize all cases which have been adjourned and maintain an updated list of all pre-trial dates and trial dates set and expiry date of Orders.

Education and Experience

- Completion of a Legal Administrative certificate.
- Proficiency in a variety of computer applications (Word, Excel, PowerPoint, CFSIS, Access) in a network environment.
- Two years previous experience in a Child Welfare Administrative position.
- Experience using CFSIS.

Knowledge, Skills and Abilities

- Demonstrated understanding of Metis and Inuit culture and communities.
- Excellent interpersonal and organizational skills.
- Strong verbal and written communication skills.
- Ability to work independently and collaboratively in a participative work environment.
- Ability to adapt to changing requirements, maintaining effectiveness and efficiency in varying circumstances.
- Ability to maintain confidentiality within and outside the Agency.
- Proven ability to operate in a deadline oriented environment with a focus on speed, accuracy, and quality.
- Extremely detail oriented and accurate data entry skills with a typing speed of 50 words per minute
- Ability to develop reports and processes within recognized MS software applications: database (Access), spreadsheet (Excel), presentation (Power Point) and word processing (Word).
- Ability to establish and maintain effective relationships with employees, committees, work groups and the public.

Prior to commencing employment the successful applicant will be asked to provide satisfactory results of a Criminal Record Check with Vulnerable Sector Search, a Child Abuse Registry Check, Prior Contact Check and a Driver's Abstract upon hire at their own expense. In light of long processing times for these checks we encourage applicants to apply early, as this will reduce wait times to begin employment. A valid Manitoba driver's license and the use of a personal vehicle are requisites as travel within the city are required.

MCFCS offers a supportive and progressive work environment, competitive salaries, excellent benefits package and training opportunities.

Please submit your resume under cover letter indicating the competition number:

Human Resources
Metis Child, Family and Community Services Agency
100 Sutherland Avenue Winnipeg, Manitoba R2W 3C7
FAX: 204-942-6444 or email: hr@metisdfs.mb.ca

Deadline for applications: 8:30 a.m. Thursday June 30, 2016

We thank all who apply; however, only those selected for an interview will be contacted.
Preference will be given to Metis and Inuit applicants.