

# Eligibility Officer

Legal Aid Saskatchewan is seeking to fill a permanent Eligibility Officer position in its **Provincial Application Call Center** located in Regina.

Legal Aid Saskatchewan provides accessible and professional legal services in criminal and family law to eligible people.

The Eligibility Officer will interview applicants to determine eligibility for legal aid services based on set criteria. The position utilizes an internal database and completes other administrative tasks.

Applicants must possess: strong communication skills, client service focus, fluency in Microsoft Office, the ability to use a database, and have general office administrative experience. Applicants are required to have one year of relevant post-secondary education plus a minimum of nine months related experience. Experience in a call center, a legal office in the area of family/criminal law office or in the justice system would be an asset.

The salary range is \$20.89 to \$25.31 per hour. A comprehensive benefits package is included.

*We encourage applications from people of Aboriginal ancestry, persons of a visible minority group, persons with disabilities and women seeking management and non-traditional roles. Legal Aid Saskatchewan has an employment equity program approved by the Saskatchewan Human Rights Commission.*

Please forward resume with references **prior to April 16, 2019** to:

**Human Resources**

Legal Aid Saskatchewan - **Head Office**

#502 - 201 21st Street East

SASKATOON SK S7K 0B8

FAX: (306) 933-6764

E-Mail: [humanresources@legalaid.sk.ca](mailto:humanresources@legalaid.sk.ca)

Web: [www.legalaid.sk.ca](http://www.legalaid.sk.ca)

*NOTE: In service candidates will be considered prior to candidates from the general public. We thank all applicants, however only candidates to be interviewed will be contacted.*

**LegalAid**  
SASKATCHEWAN