

# Administrative Assistant

Legal Aid Saskatchewan has an opportunity available at its Saskatoon City Area Office for an Administrative Assistant,

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

Applicants should have experience in a legal office, specifically in the areas of criminal and family law; as well as have the ability to type, word process and transcribe from dictating machines; the ability to use a database and a client service focus. Fluency in Microsoft Office is required. Preferred applicants should be High School graduates with one year of relevant post-secondary education and have a minimum of one year of previous related experience in a law office and possess good interpersonal skills.

The salary range is \$22.64 to \$27.46 per hour. The position is within the Union. The position has a comprehensive benefits package inclusive of pension, disability, life insurance/health/dental benefits and Health Care Spending Account. On an annual basis, 3 weeks of vacation and 26 EDOs are provided.

*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 June 18, 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)

**LegalAid**  
EST. 1974 SASKATCHEWAN

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