

## Administrative Assistant

Legal Aid Saskatchewan has an opportunity available at its Yorkton Area Office for a permanent Administrative Assistant.

Applicants should have administrative office experience; as well as have the ability to: type, word process, transcribe from dictating machines; respond to client inquiries/operate switchboard equipment; and complete other related administrative tasks such as filing, working with a client data base, etc. Fluency in Microsoft Office is required. Experience in a legal office in the areas of criminal and family law would be preferred. Applicants must be High School graduates with one year of relevant post-secondary education and have a minimum of one year of previous related experience and possess good interpersonal skills.

The salary range is \$22.64 to \$27.46 per hour, with a 5/4 work week. A comprehensive benefits package is included. This position is within the Union.

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

Qualified and interested applicants are invited to send resumes with references prior to **October 9, 2017** 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.*