

Part Time Administrative Assistant

Legal Aid Saskatchewan has an opportunity available at its Melfort Area Office for a part time (0.5 FTE) 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 responding to telephone and in person client inquiries. 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 \$23.33 to \$28.28 per hour. A comprehensive benefits package is included. The incumbents are entitled to 13 Statutory Holidays per full fiscal year and to 3 weeks annual vacation prorated to actual hours worked. The position is within the Union.

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 September 25, 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
Web: www.legalaid.sk.ca

LegalAid
EST.1974 SASKATCHEWAN

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