

Term Administrative Assistant

Legal Aid Saskatchewan has an opportunity available at its Northern Area Office (located in La Ronge), for an Administrative Assistant, for the term of July 3, 2018 up to and including June 28, 2019.

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 \$22.64 to \$27.46 per hour, plus a monthly subsidized housing allowance. The incumbents are entitled to 3 weeks annual vacation, 26 EDO's and 13 Statutory Holidays per full fiscal year, prorated to term of appointment. 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 **May 24, 2018** 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

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
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