

Career Opportunity – Court of Appeal

Job Title: Senior Legal Counsel to the Chief Justice of Alberta

Location: Edmonton

Full-time/Part-time: Full-time

Regular/Temporary: Temporary (2-year Contract)

Closing Date: October 31st, 2017

Classification: Legal Officer 2 / 3

Role

Alberta Justice and Solicitor General, Edmonton - Do you have an energetic approach and an ability to manage conflicting priorities within short time frames?

If so, the Court of Appeal may have a position of interest to you!

The Court of Appeal of Alberta sits in both Edmonton and Calgary and hears appeals from the Court of Queen's Bench, Provincial Court and administrative tribunals. Members of the Alberta Court of Appeal are the core of both the Northwest Territories and Nunavut Courts of Appeal.

The Senior Legal Counsel reports to and works closely with the Chief Justice of Alberta. In assisting the Chief Justice in her roles as Administrator of the Province, top judge, Court administrator, judicial educator, and public speaker, you will provide high-level research on a wide range of topics which may be legal, social, institutional, economic or procedural in nature. This work involves analyzing case law and statutes, assessing their impact, and providing advice and/or interpretations on a wide range of complex matters relating to legal issues. This position may also involve reading cases, reviewing appeal matters before the Court, and drafting pre-hearing summaries, briefs and memorandums.

Other duties may include, but are not limited to:

- Drafting speeches, papers and other written material for the Chief Justice
- Serving on committees
- Participating in special projects
- Any other function or work in the nature of barrister and solicitor services required by the Chief Justice

The ideal candidate will take a proactive approach to identifying, assessing and referring legal matters which involve issues of substantial importance to the Chief Justice, and must be able to propose strategic solutions and successfully implement changes as required. This will require the incumbent to have the ability to think and analyze situations quickly in a demanding environment.

Exceptional organizational, problem solving, prioritizing/multi-tasking skills are essential, as well as exemplary written and verbal communication skills. Well-developed legal research skills are also required. The incumbent must be able to work in a highly demanding environment with limited supervision.

Qualifications

A Bachelor of Laws (LLB) or Juris Doctor (JD) degree along with a minimum of five years of legal experience is required. Eligibility for entrance to the Law Society of Alberta is also required. A master's degree or Ph.D in Law is preferred.

Extensive experience with Canadian legal research tools and well developed research skills are also required. Knowledge of international law and foreign legal research would be an asset.

Salary

Salary commensurate with experience: \$5,683.32 - \$7,889.89 bi-weekly

Notes

This is a **two-year contract position** from the date of commencement with the possibility of renewal.

Final candidates for this position will be asked to undergo a security screening.

This competition may be used to fill future permanent and temporary full-time and part-time vacancies.

How to Apply

Please submit your application online by visiting www.jobs.alberta.ca (search by Job ID: 1045264 or by Job Title: Senior Legal Counsel to the Chief Justice of Alberta)

Interested candidates should provide a persuasive cover letter accompanied by a resume, references, University/Post-Secondary marks and one sample of written work (no longer than 25 pages). As only one file can be uploaded to your online application, please ensure your cover letter, resume and any other related documents are submitted in one file.

If you are unable to submit your application online, you may submit your application, quoting the Job ID, to Kayla Sieruga, Alberta Justice and Solicitor General: by email at kayla.sieruga@gov.ab.ca; or by fax at 780-644-1395.

Please provide a valid email address with your application as interview invitations are most often sent out via email.

For individuals who have obtained educational credentials from outside of Canada, we recommend that they obtain an evaluation of their credentials from the International Qualifications Assessment Service (IQAS) and include their IQAS assessment certificate as part of their resume.

<http://www.alberta.ca/iqas.aspx>

Closing Statement

We thank all applicants for their interest. All applications will be reviewed. Only the most suitable candidate(s) will be selected from this competition.