

CAREER OPPORTUNITY LEGAL COUNSEL AT COURT OF APPEAL

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 ROLE

Court of Appeal, Calgary

Do you have an energetic approach and an ability to manage conflicting priorities within short time frames? If so, the Court of Appeal is recruiting to a position that may interest you! There is a one-year term in Calgary available.

To be successful in the role of Legal Counsel, this position needs to assist the Court of Appeal in the efficient administration of justice through the provision of legal and administrative services. Under the general supervision and reporting to the Chief Justice of Alberta and the Court's Executive Director, this position assists one or two Court of Appeal Justices. The incumbent is tasked with preparing for the hearing of appeals and applications, conducting legal research, preparing legal memoranda, editing materials, and drafting various communication. The successful candidate will be required to participate in court administration responsibilities, including committee work, and work co-operatively with other Justices and court legal counsel, and supervise and/or mentor articling students.

The position is intellectually demanding and offers an exceptional opportunity to work closely with an Appellate Justice(s) on a daily basis. As well, the successful candidate will work with the Justice(s) in a mentoring relationship, and will gain a unique and valuable perspective on the practice of appellate law and written advocacy.

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 required. The incumbent must be able to work in a highly demanding environment with limited supervision.

The Government of Alberta is committed to a diverse and inclusive public service that reflects the population we serve to best meet the needs of Albertans. Consider joining a team where diversity, inclusion and innovation are valued and supported. For more information on diversity and inclusion, please visit: <https://www.alberta.ca/diversity-inclusion-policy.aspx>

QUALIFICATIONS

A Bachelor of Laws (LLB) or Juris Doctor (JD) Degree along with a minimum of four (4) years of legal experience is required. Prior court or tribunal experience and/or a Master's Degree would be considered assets.

Strong academic standing, extensive experience with Canadian legal research tools, well developed research skills, and exceptional legal writing skills are required. Related work, law

journal and legal writing experience would be beneficial. Eligibility for entrance to the Law Society of Alberta is required

A cover letter is required in your application. Please explain in your cover letter how your education and experience relate to this position.

You are also required to include your law school transcripts and a writing sample, minimum 3-5 pages in length, with your application.

Closing date - July 22, 2020

COMPETENCY

Competencies are behaviours that are essential to reach our goals in serving Albertans. We encourage you to have an in depth understanding of the competencies that are required for this opportunity and to be prepared to demonstrate them during the recruitment process. The link below will assist you with understanding competencies: <http://psc.alberta.ca/APSCompetencies>

The successful candidate will demonstrate the following competencies:

Agility: Ability to anticipate, assess, and readily adapt to changing priorities, manage resilience in times of uncertainty and effectively work in a changing environment.

Build Collaborative Environments: Leads and contributes to the conditions and environments that allow people to work collaboratively and productively to achieve outcomes.

Creative Problem Solving: Ability to assess options and implications in new ways to achieve outcomes and solutions.

Systems Thinking: The work done within the APS is part of a larger integrated and inter-related environment. It is important to know that work done in one part of the APS impacts a variety of other groups/projects inside and outside the APS. Systems Thinking allows us to keep broader impacts and connections in mind.

SALARY

\$5,517.78 to \$6,833.07 bi-weekly (\$144,014 to \$178,343 annually). The position in Calgary is a contract position, 1 year in length from the date of commencement.

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 across the Government of Alberta.

HOW TO APPLY

To apply online, users will be required to have an online account:
<https://www.alberta.ca/navigating-online-jobs-application.aspx>

As only one file can be uploaded, please ensure your cover letter, resume and any other related documents are submitted in one file using the following suggested naming convention:
Lastname,Firstname_JobIDXXXXXX

Applicants are advised to provide information in their application that clearly and concisely demonstrates how their qualifications meet the advertised requirements. In your resume, please include dates (including months and years) associated with all education and work experience. Please also indicate whether your work experience was casual, part-time or full-time. For example: January 15, 2006 - June 25, 2009: Assistant (PT three 8 hr shifts/week).

It is recommended that applicants who have obtained educational credentials from outside of Canada and have not had them previously assessed, obtain an evaluation of their credentials from the International Qualifications Assessment Service (IQAS) - <https://www.alberta.ca/iqas-employment-education-licensure.aspx> It is recommended that applicants include the assessment certificate from IQAS or any other educational assessment service as part of their application.

Online applications are preferred. If you are unable to submit your application online, please submit your application in one file, to Olya Fedyshena-Solitis, Administrator, Talent Acquisition & Mobility via email to JSG.HRServices@gov.ab.ca.

Tips for Applicants: <https://www.alberta.ca/alberta-public-service-hiring-process.aspx>