

IMPORTANT: DATE STAMP THIS NOTICE AND POST IMMEDIATELY ON ALL BCGEU BULLETIN BOARDS. DO NOT REMOVE UNTIL AFTER THE CLOSING DATE BELOW.

**LEGAL SERVICES SOCIETY
POSTING**

TO: LSS STAFF (cc: BCGEU)
FROM: HUMAN RESOURCES DEPARTMENT
POSITION: ADMINISTRATIVE LEGAL ASSISTANT, FAMILY LAW SERVICES
ONE REGULAR FULL-TIME TERM POSITION (to September 14, 2019 or until the return of the incumbent) - VANCOUVER
This position is on the modified work schedule
COMPETITION NO: B058-18
DATE POSTED: JUNE 25, 2018
CLOSING DATE: JULY 6, 2018
STARTING DATE: ASAP
SALARY: Job Class 7 (\$41,451 - \$47,316)

PRIMARY FUNCTION:

Provide administrative and legal secretarial support to Family Law Services management and department.

The following job duties are illustrative examples, and shall not be construed as an exhaustive description of all the work requirements that may be inherent in the job.

DUTIES:

1. PROVIDES LEGAL SECRETARIAL SUPPORT:

- a) Use knowledge of the court system, criminal, immigration, and family law to review/act on calls and correspondence from the clients, lawyers and other justice system contacts; identify urgent matters and appropriate action/s required; act on behalf of managers when appropriate;
- b) Communicate as required information about services provided or required with community groups, agencies, lawyers and other members of the justice system;
- c) Maintain manual and electronic filing systems for managers;
- d) Maintain bring forward system for managers; and
- e) Provide support to family, child protection, and immigration and criminal law services as required.

2. PROVIDE ADMINISTRATIVE SUPPORT:

- a) Review, prioritize and (where applicable), act on all correspondence;
- b) Screen telephone calls and respond or re-direct as appropriate;
- c) Provide administrative support to committees including preparation and distribution of agendas, materials and minutes;
- d) Coordinate and schedule appointments, meetings and other commitments for managers;
- e) Make travel arrangements for managers;
- f) Maintain catalogue of all department manager files;
- g) Retrieve closed files;
- h) Format data for managers, as assigned, such as budgets, service plan and strategic initiatives;
- i) Review and process accounts relating to various services including applicable projects;
- j) Maintain files and materials related to divisional planning, departmental budgets and departmental plans;
- k) Maintain and submit personnel leave forms, expense claim forms and overtime reports; and
- l) Order office supplies.

3. FAMILY DUTY COUNSEL:

- a) Monitor, manage and prioritize the duty counsel email inbox;
- b) Maintain family duty counsel schedules for local agents, including data basing into CIS, issuing contracts, adding or deleting approved hours on contracts, rearranging changes to schedules; scheduling duty counsel dates with lawyers; and
- c) Prepare schedules and contracts for Family Case Conferences and conflict referrals.

4. PERFORM OTHER RELATED DUTIES:

- a) Ensure attendance is recorded for all staff in the Department;
- b) Provide back up to Criminal Duty Counsel Coordinator; and
- c) Perform other related duties as required.

QUALIFICATIONS:**Basic requirements**

- grade 12 education supplemented by business and/or legal secretarial course(s)
- minimum 2 years relevant experience as outlined in rated requirements
- minimum typing speed 45 wpm
- advanced skill in MS Word
- Intermediate skill in MS Excel
- Intermediate skill in MS Outlook
- Basic skill in MS Access
- Basic skill in MS PowerPoint
- OR an equivalent combination of education and experience

Rated requirements

- knowledge of court procedures
- knowledge of legal secretarial duties
- knowledge of computers and Windows-based software applications (Excel, PowerPoint, etc.)
- knowledge of LSS policies and procedures an asset
- ability to identify analyze and solve problems
- ability to allocate and process monetary payments
- ability to draft routine correspondence
- ability to organize workload, identify urgent work items, and set priorities
- ability to work well under pressure and meet deadlines
- ability to cope with a heavy workload
- ability to work independently, take initiative and function as part of a team
- ability to be discreet and manage confidential information
- must have excellent interpersonal and communication skills
- must have a strong desire to assist disadvantaged clients
- second language and/or demonstrated awareness of the community's cultural diversity an asset

This competition requires the candidate to complete the following tests:

- **Typing – 45wpm**
- **MS Word**
- **MS Excel**
- **MS Outlook**
- **MS Access**
- **MS PowerPoint**

We offer (based on your employment status and affiliation):

- A competitive salary
- 35 hour work week
- Four weeks paid vacation to start that grows the longer you're with LSS
- An excellent employee benefits package, where premiums are 100% paid by LSS
- Support for training and development
- Pension plan
- An employee and family assistance counseling program
- The opportunity to participate in various Employee programs (Employee Wellness, etc.)
- Generous leave provisions (sick time, special leaves)
- Modified work week/flex time for some positions
- 13 paid statutory holidays

Interested candidates should submit a covering letter, together with a résumé, outlining how their qualifications meet the above position requirements, to:

LEGAL SERVICES SOCIETY
Human Resources Department
Competition no: B058-18
400-510 Burrard Street
Vancouver, BC V6C 3A8

E-mail address: resumes@lss.bc.ca

VISIT OUR WEBSITE AT www.legalaid.bc.ca

We would like to thank all external applicants for their interest but regret that only those shortlisted will be contacted. The Legal Services Society is committed to building a skilled, diverse workforce reflective of Canadian Society. We are committed to employment equity and encourage applications from indigenous people, visible minorities, women and persons with disabilities.