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Job Ad

Ministry: Ministry of the Attorney General
Division: Thunder Bay Crown Attorney`s Office
Position Title: LEGAL ADMINISTRATIVE SECRETARY - (ON CALL)
Duration: 1 Irregular-On Call contract up to 12 months
Location: 1825 East Arthur Street, Thunder Bay, P7E 5N7, North Region
Compensation Group: OPSEU
Salary: \$22.57 - \$25.52 per hour*
Position Status: Open
Job Code: 09OAD - Office Administration 09
Schedule: 3.7
Category: Administrative and Support Services
Job ID: 21916

Are you looking to apply your experience in the legal administrative support field and contribute to the administration of justice in a challenging and diverse legal environment? If so, then the Ministry of the Attorney General has an exciting opportunity for you to be part of a diverse team providing high quality legal administrative services to the Thunder Bay Crown Attorney`s office on an on-call basis.

You will provide customer service to clients by telephone and interact directly with witnesses, lawyers, police and the public, administer office processes by preparing files, making appointments, transcribing, typing, proofreading correspondence, reports and legal documents such as indictments, subpoenas, affidavits, and certificates, as well as review and track incoming Crown briefs and prepare disclosure materials. You will also maintain filing systems and perform a variety of administrative services, including purchasing supplies, processing mail, and verifying expense claims.

This position is on an `as required` basis with irregular hours ranging from 0 to 36.25 hours per week.

Qualifications: demonstrated secretarial and clerical experience, including knowledge of office procedures and equipment, as well as computer proficiency with word processing, email, and database software; working knowledge of criminal law terminology and the practices and procedures of the criminal justice system; proven communication skills; demonstrated initiative and good judgment, including the ability to work with confidential and privileged information; excellent organizational skills; interpersonal skills and experience working effectively as a team member with minimal supervision; typing skills of 50 words per minute and dicta skills to ministry standards 70%.

Posting Date: Wednesday, October 07, 2009

Closing Date: Thursday, October 22, 2009

Applications must be received by the end of the closing date with the Job ID number quoted.

**Apply online
or send application to:**

Applications are accepted online only. As an equal opportunity employer, the OPS will provide employment accommodations if required. Contact the Regional Recruitment Centre at
1-866-333-8491, Ontario, CANADA
Fax: Faxes are not being accepted at this time

Only applicants selected for interview will be contacted.

OPS Employees are required to quote their WIN EMPLOYEE ID number when applying to positions.

**The Ontario Public Service is an equal opportunity employer.
Accommodation will be provided in accordance with the Ontario Human Rights Code.**

* Indicates the salary listed as per the OPSEU Collective Agreement.