



Legal Assistant

The National Inquiry into Missing and Murdered Indigenous Women and Girls (the “National Inquiry”) is looking for experienced individuals to fill the position of **Legal Assistant**.

The National Inquiry is entirely independent from the federal government and employees are appointed on a term basis. We are committed to having a highly skilled and well represented Indigenous workforce. We strongly encourage candidates to self-identify as belonging to Indigenous Peoples.

Key Activities – Duties

Provides services and delivers on administrative functions to the National Inquiry’s Lead Commission Counsel.

A Legal Assistant:

- Provides administrative support to the MMIWG Legal Team under general guidance of Lead Counsel.
- Provides administrative support for sensitive and confidential documents, information, and data under the general guidance of counsel and/or paralegals.
- Drafts, formats, reviews, updates/creates excel tracking charts, proofreads, and/or processes a variety of legal and non-legal documents in accordance with applicable National Inquiry procedures, provincial/federal/territorial court policies, procedures, guidelines and legislation.
- Ensures that legal documents are completed and filed by court imposed deadlines.
- Organizes and maintains National Inquiry documentation and files, electronically and/or in hardcopy form, and updates and maintains legal and administrative databases as well as management information systems.
- Locates and retrieves case law, legislation, jurisprudence, terminology and precedents in accordance with instruction from legal professionals.
- Carries out file and National Inquiry database searches for further analysis by legal professionals.
- Processes, organizes and may respond to correspondence, internal and external inquiries and files for assigned counsel.
- Facilitates the flow of information from counsel to other organizations/parities with standing.
- Conducts activities of low complexity within cases/files/projects to assist the Lead Commission Counsel.
- Works with logistics to assists Counsel with travel arrangements and claims.
- Performs other administrative duties as assigned.

Qualifications

Language Requirements:

- Fluency in oral and written English or French required
- Bilingual English and French is an asset



Education:

- Successful completion of secondary school education
- Post-secondary training in a related field is an asset

Experience:

- Experience in operating court reporting software is an asset (Liberty Court Reporter or equivalent)
- Proficiency with word processing, spreadsheet, database and web-based applications is required (Word, Excel, Skype, Outlook)
- Experience in using records management systems applications is an asset
- Experience in providing high quality legal administration is required

Skills and Abilities:

The successful candidate will:

- Demonstrate strong oral and written communication and interpersonal skills to effectively liaise with staff, and senior managers
- Exercise sound judgment, confidentiality, and discretion in the handling of legal documents and files
- Demonstrate strong organizational skills and prioritize document processing, clerical and administrative support activities to ensure compliance with legislation and completion within established timeframes
- Proven proofreading skills and attention to detail
- Be able to manage emerging issues and respect legislative requirements despite conflicting and often short deadlines

Competencies:

- Effective interpersonal skills
- Confidentiality
- Judgment
- Discretion
- Team work
- Action management

Conditions of Employment

- Willing to work overtime on occasion
- Willing to travel frequently
- Federal secret security clearance

Location of Employment

- Based on your area of residence, your work location will be at one of our regional offices (Quebec - Wendake; Ottawa; Saskatoon; Vancouver) or remotely by means of a telework arrangement if you do not live in one of these locations.



Interested candidates are invited to submit their cover letter and resume to c.williams@mmiwg-ffada.ca by **September 28, 2018**. In the subject line, please indicate “**Legal Assistant**”. Your cover letter should clearly demonstrate how you meet the language, education and experience requirements for this position.

We thank you for your interest in working for the National Inquiry. Only those selected for further consideration will be contacted.