

## OPEN TO THE PUBLIC

### DIRECTOR OF PROSECUTIONS

### CROWN ATTORNEY'S OFFICE DEPARTMENT OF JUSTICE & PUBLIC SAFETY

### LOCATION - Charlottetown

### FULL-TIME EXCLUDED POSITION (Commencing Immediately)

The purpose of this position is to manage and coordinate the prosecutorial function, both criminal and provincial, within the province.

Duties include:

- Manage and coordinate all legal services of the prosecutorial division including human resource management, budget management, and program delivery;
- Provide advice and support to all Crown Attorneys to ensure the *Guidebook for the Conduct of Criminal Prosecutions in Prince Edward Island* is followed;
- Respond to inquiries from policy agencies, Victim Services, victims, the courts, media, and the Department;
- Act as Provincial Flagging Coordinator and actively participate in the management of high risk offenders via the High Risk Offender Working Group;
- Participate on various committees to present the provincial prosecution service including the Heads of Prosecution, the P.E.I. Association of Chiefs of Police, and other committees as required;
- Assign Crowns to participate in other committees which require prosecution input, including the *Premiers Action Committee on Domestic Violence*, the *Victim Services Advisory Board*, various F/P/T Committees on criminal law topics;
- Participate in the planning for any systemic changes required in the delivery of criminal justice in the province; and
- Other duties as required.

**Minimum Qualifications:**

- Applicants must have a Law Degree from a recognized law school and be a member of the Law Society of Prince Edward Island (or be eligible for practicing membership).
- At least 10 years experience at the bar and 5 years experience as a Crown Attorney is required.
- Must have extensive criminal courtroom experience and be familiar with the delivery of criminal justice in Prince Edward Island
- Applicants must have extensive experience in management/supervision, and have the ability to manage a highly skilled workforce.
- Must have the ability to advocate well in both written and oral form.
- Applicants must have the ability to effectively communicate with all members of the public.
- Proven interpersonal, leadership, and communication skills are required.

**Please Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. The successful candidate will be the only individual receiving written notification of competition results. The "Notification of Successful Candidates" list posted on the Employment Opportunity board will serve to inform all other applicants of competition results.**

**Salary Range:** \$59.80- \$74.73 per hour (Level 29 Excluded)

**Bi-Weekly Hours:** 75.0 hours bi-weekly

**Posting ID:** 134268-0818JPPI

**Closing Date:** Tuesday, August 28, 2018 4:00 p.m.

Please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8.iquest; Applications may be sent by fax to (902) 368-4383.iquest; IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE. Please ensure that the appropriate Posting ID number is stated on all application forms.iquest; You can apply online or obtain an application form by visiting our web site at [www.gov.pe.ca/jobs.iquest](http://www.gov.pe.ca/jobs.iquest); Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone 368-4080.