

## **OPEN TO THE PUBLIC**

### **LEGISLATIVE COUNSEL**

#### **DEPARTMENT OF JUSTICE & PUBLIC SAFETY LOCATION - Charlottetown**

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

The purpose of this position is to provide legislative drafting services to the Government and provide legislative, legal and parliamentary law advice to the Policy Officers, Legislative Coordinators, Directors, Deputy Ministers and Ministers of the Government and the Clerk of the Legislative Assembly.

##### **Duties include:**

- Draft legislation of the Province of Prince Edward Island and Bills required by the Government in any area of Provincial authority;
- Attend the meetings of the Cabinet Committee on Priorities and report on the legislative work in progress, which could include: provide legislative and legal advice and support to the Committee at its weekly meetings, review the instructions and later the completed legislation, submitted by Departments for the approval of the Committee, and assist the Committee in the preparation and prioritization of the Government's legislative agenda;
- Distributing the laws of the Province of Prince Edward Island by the preparation of regulations for publishing, the preparation of the annual volume of statutes, the publication of the Index of Private Acts, and the maintenance of the Government's Legislation website;
- Providing legal advice to Government Officials including: Policy Officers, Directors, and Deputy Ministers, on issues relating to the preparation, enactment, interpretation and validity of legislation
- Responding to inquiries and providing assistance to the Bar and the public on the law of the Province of Prince Edward Island; and
- Other related duties as required.

##### **Minimum Qualifications:**

- Applicants must have a Law Degree from a recognized university and be eligible for membership with the Law Society of Prince Edward Island.
- Drafting experience in a Provincial or Federal Legislative Counsel Office is preferred.
- Knowledge of Statutes, Regulations, Principles of Statutory Interpretation and Administrative, Constitutional and Parliamentary Law is required.
- Must have strong analytical, research, and writing skills as well as good typing and word processing skills.
- An ability to cope with the stress of tight deadlines and a physical capacity for and commitment to meeting significant overtime requirements.
- The successful applicant will be required to provide proof of an acceptable criminal records check and obtain a Level II security clearance.

##### **Other Qualifications**

- A diploma in legislative drafting from a recognized university would be considered an asset.
- Experience in attending as an expert witness before Parliamentary or Assembly Committees and Cabinet Committees would be considered an asset.

**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:** \$48.73 - \$60.91 per hour (Level 25S Excluded)  
**Bi-Weekly Hours:** 75.0 hours bi-weekly  
**Posting ID:** 135104-1118JPPO  
**Closing Date:** November 26, 2018 at 5:00 p.m.

**Please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383. 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. You can apply online or obtain an application form by visiting our web site at [www.gov.pe.ca/jobs](http://www.gov.pe.ca/jobs). Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.**