

Open to The Public

(2) Solicitor II

Legal Aid Department of Justice & Public Safety Location - Charlottetown

(2) Full-Time Excluded Positions (Commencing Immediately)

Reporting to the Director of Legal Aid, the purpose of legal aid is to help ensure that the justice system functions fairly and effectively for all participants. Criminal legal aid is provided to enable individuals who are charged or being investigated for a serious criminal offence to have access to the assistance of a lawyer if they are unable to obtain legal assistance through their own means. The role of the staff lawyer is to provide professional legal assistance to individuals on a case by case basis and to promote the objectives of the program. Civil legal aid is provided to promote similar objectives within the range of legal needs covered by the program.

Duties include:

- Represent the client in all criminal courts at all hearings, including trial, sentencing and appeal proceedings;
- Meeting with individuals at the initial point of contact with legal aid by phone, office visit, or at the Court or Detention Center;
- Assessing individual's legal needs;
- Analyze the Crown disclosure;
- Explain legal options and seek instructions from the client;
- Initiate referrals for mental health assessment where mental disorder may be a relevant factor;
- Providing direct assistance to clients in civil legal aid matters (ie non-criminal) under the Mental Health Act, and Adult Protection and Guardianship legislation;
- Communication with staff respecting file classification, opening and closing status and results recording for statistical purposes;
- Ensuring information is properly recorded in the LARMA (computerized file tracking) system and is secure and readily accessible;
- Assisting administrative staff in ensuring individual files are prepared to be entered into the RIM (Records Information Management) file storage system when the file is closed.

Minimum Qualifications:

- Must have a Law degree from a recognized university and be a member in good standing of the Law Society of P.E.I.
- Applicants should have a minimum of 5 years' experience in the practise of criminal law, with substantial litigation experience.
- Applicants who have been in practise for less than five years, may be considered for provisional appointment if they have significant education or practise experience relevant to legal aid requirements;
- Must have strong interpersonal skills and the ability to relate to Legal Aid clientele who often suffer with mental health, addictions, and substance abuse issues.
- Effective communication skills necessary to build strong relationships with individuals across a very wide range of socioeconomic levels.
- Ability to work both independently in a self-directed manner and as an effective member of a team.
- The successful applicant must provide a satisfactory criminal record check prior to beginning employment.

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: \$52.37 - \$65.46 per hour (25S Excluded)
Bi-Weekly Hours: 75.0 hours bi-weekly
Posting ID: 149676-1221JPP0
Closing Date: Monday, May 30, 2022 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. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone 368-4080.