

OPEN TO THE PUBLIC

DEPARTMENTAL SOLICITOR 1

JUSTICE & PUBLIC SAFETY

LOCATION - Provincial Admin Building, Charlottetown

FULL-TIME EXCLUDED POSITION (Commencing Immediately)

This position involves professional legal work as a barrister, solicitor and attorney in the Legal Services Section of the Department of Justice and Public Safety and the Office of the Attorney General. The incumbent will provide a complete range of legal services to Government departments and agencies, subject to the direction of the managing lawyer employed in the Section.

Duties may include but are not limited to:

- Providing advice based on a review of applicable legislation, case law and/or legal principles, on a wide variety of legal issues as required in government departments;
- Working with cases or legal problems involving conflicting legal principles or unique elements and requiring the interpretation of varied and complex legislation;
- Acting as legal advisor or counsel on matters of importance to the operations of government;
- Drafting, reviewing, construing contracts and other legal documents;
- Acting as Crown counsel in civil litigation, including acting as counsel for the Director of Child Protection and the Director of Maintenance Enforcement;
- Acting as Crown counsel in administrative tribunal proceedings, including at the Island Regulatory and Appeals Commission and the Human Rights Commission;
- Advising on matters relating to legislation and orders-in-council;
- Receiving and responding to inquiries from the public, law firms, federal government and other provincial governments in relation to legal work;
- Interviewing witnesses, reviewing their statements, and preparing witnesses for trial;
- Carrying out special projects as assigned;
- Other duties as required.

Minimum Qualifications:

- Applicants 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 must demonstrate strong interpersonal skills.
- The successful applicant must provide a satisfactory criminal records check prior to beginning employment.

Please note: Solicitor I positions are intended for entry level lawyers with less than five years experience at the Bar.

Other Qualifications:

- Bilingualism (French, English) will be considered an asset.
- Additional relevant education and experience will be considered an asset.

Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

Salary Range: \$31.70 - \$39.62 per hour (Level 19 Excluded)
Bi-Weekly Hours: 75.0 hours bi-weekly
PostingID: 127762-1116JPPI
Closing Date: Monday, December 12th, 2016 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 (902) 368-4080.