



## LAW SOCIETY OF PRINCE EDWARD ISLAND

119 Kent St, Suite 300, P.O. Box 128, Charlottetown, Prince Edward Island, Canada C1A 7K2

The Law Society of Prince Edward Island was created in 1876. The Legal Profession Act sets out the objects of the Society as follows:

- a) to uphold and protect the public interest in the administration of justice;
- b) to establish standards for the education, professional responsibility and competence of its members and applicants for membership;
- c) to ensure the independence, integrity and honour of the society and its members;
- d) to regulate the practice of law; and
- e) to uphold and protect the interests of its members.

The Law Society has established regulations, policies, procedures and committees to achieve these objectives.

The Society is currently seeking applicants for the full-time permanent position of Executive Assistant.

### Executive Assistant

Acts as Executive Administrative to the Executive Director/Secretary Treasurer and Council. Provides administrative support to all departments and assistance to the general membership. Acts as the primary contact with the general public and assists with the Law Society's mandate to protect the public interest.

Key Responsibilities:

### Executive Assistant

- Preparation of letters and certificates for Confirmation of Insurance, Certificates of Standing, and Practicing Certificates.
- Schedules and prepares materials for and provides administrative support for committee, meetings Council meetings, and discipline hearings
- Post jobs on Law Society website as requested by various organizations/law firms/governments
- Statutory Declarations & Applications for Exemption from Liability Insurance
- Change of Status Applications
- Collect copier readings from Library and Registry Office copiers Prepare invoices for law firms and send out
- Send copier count to Konica quarterly
- Planning and follow up for KC ceremonies and certificates
- Track scholarship applications

### Articled Clerks:

- Processing all documentation and fees and maintain/update database.

## Executive Assistant cont'd.

### Bar Admissions:

- Review materials filed by Clerk to ensure complete Prepare Certificate of the Secretary-Treasurer for signature and prepare invoice for fees
- Prepare and process all necessary documentation and notifications
- Update Database to show practicing/non-practicing, etc.
- Public Liaison Officer
- First point of contact for all public enquiries and members.
- Responsible to gather general intake information. Refers request to the appropriate resource.
- Commissioner of Oaths & Affidavits: Witness documents as needed
- Will Searches: Send out emails to law firms to search for a Will as requested by law firms or public

### Database

- Handle all data aspects of the annual Member Directory
- Update and maintain the society's database
- Administer dues renewal process: generate invoices for accounting.
- Prepare monthly membership number reports, and electronic updates to Society suppliers
- Assist in the membership recruit/retain program

### Member Relations

- Respond to members' inquiries and requests in a timely manner.
- Maintain and analyze member statistics.

### Human Resources

- Establish and maintain personnel files, keep HR stats (vacation, sick days benefit admin etc.).
- Manage employee benefit programs.

### Law Corporation Renewals:

- Send out forms & invoices for Law Corporation renewals update spreadsheets with renewal information, payment, etc.

### Skills and Education

Community College or equivalent, plus 5-7 years' experience.

### Salary Range

\$50,000 - \$60,000 per year, commensurate with skills and qualifications.

To apply, please submit your resume and cover letter to the Law Society via e-mail to [lawsociety@lspei.pe.ca](mailto:lawsociety@lspei.pe.ca) by January 26<sup>th</sup>, 2024. Only those to be interviewed will be contacted. All questions can be directed to the Law Society of P.E.I. via email [[lawsociety@lspei.pe.ca](mailto:lawsociety@lspei.pe.ca)] or phone: 902-566-1666.