

## Open to the Public

### Departmental Solicitor II

#### Legal Services Department of Justice & Public Safety Location - Charlottetown

#### Full-Time Excluded Position

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The Department of Justice and Public Safety is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public sector workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their sexual orientation, gender identities, and gender expressions. Those looking for more information are invited to visit our [Equity, Diversity, and Inclusion Policy](#)

This position involves professional legal work as a barrister, solicitor and attorney with the Department of Justice and Public Safety. The incumbent will provide a complete range of legal services to government departments and agencies. Work consists of cases or legal problems involving conflicting legal principles or unique elements and requiring the interpretation of varied and complex legislation. Work may involve acting as legal advisor or counsel on matters of substantial importance to the operations of Government.

**Duties include:**

- Provide advice based on a review of applicable legislation, case law and/or legal principles on a wide variety of legal issues as the need arises within various departments;
- Required to represent several client departments; therefore, will need to provide advice on a range of issues and fact situations, including advice regarding contracts and agreements;
- Participate in projects which are in the planning stages to provide advice with respect to legal issues arising during the planning process;
- Conduct research and perform legal analysis;
- Routinely exercise judgment on the law independently and on short notice;
- Attend client meetings to gather factual information;
- Represent the Government before Courts and various boards (examples: Judicial Review matters, appeals of Government decisions to the Island Regulatory and Appeals Commission, Self-Insurance and Risk Management Fund, child protection);
- Preparation for hearings or trials can include the process of disclosure of documents, discovery, research, preparation of affidavits, briefs, factums or pre-trial conference memoranda and determining evidence requirements for hearing or trial;
- Provide legal advice on special projects as required.

**Minimum Qualifications:**

- Graduation from a recognized law school and membership in the Law Society of Prince Edward Island is required;
- Must have extensive experience as a practicing lawyer, either in private practice or in the public sector; Applicants who do not have extensive experience may be considered for a provisional appointment.
- Must have strong drafting, analytical, negotiation, mediation and litigation skills;
- Ability to work both independently in a self-directed manner and as an effective member of a team;
- Demonstrated ability to use legal research databases (Westlaw, CanLII);
- Must have excellent interpersonal, written and oral communication skills.

**Other Qualifications:**

- Additional relevant education and experience will be considered an asset.

**This competition may be used to fill future job vacancies.**

**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.**

**This competition may be used to fill future job vacancies.**

**Salary Range:** \$56.39 - \$70.49 per hour (25S Excluded) (\$109,961.00 - \$137,456.00 annually)  
**Bi-Weekly Hours:** 75.0 hours bi-weekly  
**Posting ID:** 161719-0324JPPO  
**Closing Date:** Thursday, March 28, 2024 at 5:00 p.m.

Where possible, submitting an electronic resume or job application is preferred. Otherwise, please return application forms to the PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902)368-4383. **DUE TO THE FACT THAT RECEIPT OF ANY APPLICATIONS BY FAX CANNOT BE GAURANTEED, APPLICANTS TRANSMITTING THEIR APPLICATION BY FAX MAY WISH TO CONFIRM RECEIPT BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE.** Please ensure that the appropriate Posting I.D. number is stated on the application forms. You can apply online or obtain an application form by visiting our website at [www.jobspei.ca](http://www.jobspei.ca). Forms may also be obtained by contacting and PEI Government Office, ACCESS PEI Centre, Regional Services Centre, or by telephoning 368-4080.