

OPEN TO THE PUBLIC

CHILD SUPPORT GUIDELINES SUPERVISOR / SOLICITOR I

DEPARTMENT OF JUSTICE & PUBLIC SAFETY LOCATION - Charlottetown

TEMPORARY FULL-TIME EXCLUDED POSITION (Commencing Immediately for Approximately One Year)

Reporting to the Manager of the Family Law Section, this position provides legal services to the Child Support Guidelines Office and legal support to the Family Law Section.

Duties will include:

- Providing immediate legal advice to the Child Support Guidelines Office in matters relating to child support applications and complex child support cases;
- Supervising Child Support Guidelines Officers at two work sites;
- Interpreting and analyzing orders, agreements and family law legislation;
- Attending pre-motion settlement conferences and motion hearings before the court;
- Conducting legal research on legislation, case law, and legal principles;
- Responding to inquiries from the public, law firms, the Federal Government, and other provinces;
- Representing Prince Edward Island on F/P/T working groups and subcommittees in relation to child support services;
- Acting as the Central Authority for Prince Edward Island under the Hague Convention on Civil Aspects of International Child Abduction;
- Assisting the Manager on special projects related to family law programming;
- Other duties as required.

Minimum Qualifications:

- Successful applicant must have a law degree from a recognized University and be a member in good standing of the Law Society of Prince Edward Island.
- Must have experience drafting court documentation.
- Must have demonstrated knowledge of the *Family Law Act*, the *Divorce Act*, the Federal Child Support Guidelines, *Inter-jurisdictional Support Orders Act* and the *Custody Jurisdiction and Enforcement Act*.
- Must have functional knowledge of the Supreme Court System, the Maintenance Enforcement Program, the Administrative Recalculation Office and the Family Court Counsellors' Office.
- Proficient use of word processing and spreadsheet applications.
- Ability to maintain a high level of confidentiality and privacy.
- Must have excellent interpersonal, written and oral communication skills.
- Applicants must have a good previous work and attendance record.
- Successful applicant must provide a satisfactory Criminal Records Check prior to beginning employment.
- Successful applicant may be required to obtain a Level II Security Clearance

Other Qualifications:

- Completed related human services course work (ie. conflict resolution, suicide prevention, etc) will be considered an asset.
- Experience dealing with high conflict families, aggression and de-escalating anger, including experience applying positive problem solving approaches will be considered an asset.
- Bilingualism 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: \$32.34 - \$40.42 per hour (Level 19 Excluded)
Bi-Weekly Hours: 75.0 hours bi-weekly
Posting ID: 131113-1017JPPI
Closing Date: Monday, November 13, 2017 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.