



## **Parliamentary Counsel — Permanent 60% Part-Time Position (commencing immediately)**

### **Work Schedule:**

This position is structured as a 60% part-time role, with full-time hours (37.5 hours per week) required during the following periods:

- January to May, and
- September to early December

The 60 % position is off duty during June–August and December, however, the successful candidate may be required to return to work during the off season if circumstances arise where parliamentary counsel services are needed. Advance notice will be provided whenever possible.

### **Flexibility for the Right Candidate:**

While the position is designed as a 60% role, the Office is open to adjusting the position for an exceptional candidate. For applicants seeking a full-time opportunity, the role can be expanded to incorporate Committee Clerk responsibilities, offering a broader and more diverse workload within the parliamentary environment.

### **Compensation:**

60% Role: Level 25S of the Excluded Pay Scale: \$74,857 – \$92,582 annually.

100% Role: Level 25S of the Excluded Pay Scale: \$124,761 - \$154,304 annually.

Both roles include health, dental, and pension benefits. Salary is commensurate with skills and experience.

**Closing Date: April 6<sup>th</sup>, 2026**

### **About the Role**

The Office of the Legislative Assembly is seeking a Parliamentary Counsel to provide comprehensive legal and legislative services to the Clerk, the House Administration, the Speaker, Members of the Legislative Assembly, and its committees.

Reporting to the Clerk, this role provides in-house legal services, including drafting Private Members' Bills and amendments, advising on contractual and employment matters, and defending the privileges and immunities of the Assembly and its Members.

### **Key Responsibilities**

- Provide legislative assistance to Members of the Legislative Assembly in drafting Private Members' Bills and motions to amend bills;
- Provide legal services to the Office of the Legislative Assembly and its various offices;
- Provide advice on parliamentary law and practice to the Legislative Assembly and its Members;
- Communicate effectively with elected officials, staff, government organizations, and members of the public.

This is a multifaceted role in a dynamic parliamentary environment. Candidates must demonstrate flexibility, sound judgment, professionalism, and the ability to provide clear and constructive advice in high-pressure situations. Strong interpersonal and communication skills, impartiality, and high ethical standards are essential.

### **Essential Criteria**

- A degree in law from a recognized university, with active membership in (or immediate eligibility for admission to) the Law Society of Prince Edward Island.
- Experience with the legislative process, including legislative drafting.
- Knowledge of parliamentary, constitutional, and administrative law.
- Experience interpreting legislation and analyzing diverse and complex issues to provide clear advice and recommendations.
- Strong research, analytical, and writing skills.
- Advanced computer skills.

*Equivalencies may be considered.*

### **Desired Criteria**

- Experience in employment law, contracts, or leases.
- Experience in a parliamentary work environment.
- Fluency in French.

### **To Apply**

- You must be, and remain, politically non-partisan in both perception and reality.
- You must be legally entitled to work in Canada.
- You must be willing to work a flexible schedule, including work outside standard office hours when required by the activities of the Legislative Assembly.

### **Please submit your cover letter and resume to:**

Joseph Jeffrey  
Clerk of the Legislative Assembly

**Email:** [careers@assembly.pe.ca](mailto:careers@assembly.pe.ca)

**Mail:** PO Box 2000, Charlottetown, PE C1A 7N8

We thank all applicants for their interest and advise that only those selected for further consideration will be contacted.

The Office of the Legislative Assembly of Prince Edward Island values diversity. We are intentional about the team we are building. Our employees bring different strengths, experiences, and backgrounds, united by a shared commitment to serving this important democratic institution.