

Open to The Public

(3) Solicitor II

**Legal Aid
Department of Justice & Public Safety
Location - Charlottetown**

(3) Full-Time Excluded Positions (Commencing Immediately)

Legal Aid provides legal services in the area of criminal law to individuals who cannot afford a lawyer. Legal Aid is an access to justice program that operates to ensure the justice system functions fairly and effectively for all participants.

Reporting to the Director of Legal Aid, the staff lawyer is responsible for providing legal advice and representation in a broad range of criminal proceedings. This position provides an excellent opportunity to a lawyer wishing to work in the criminal court system on a regular basis.

Working at Legal Aid means that you care about the circumstances and needs of Prince Edward Island's most marginalized communities. You have strong interpersonal and emotional intelligence skills and you effectively communicate with those in difficult situations. You also have strong analytic skills and do well in a fast-paced environment.

Duties include:

- Represent clients in all criminal proceedings, including trials, sentencing hearings and appeals;
- Negotiate plea resolutions with Crown prosecutors;
- Conduct legal research and prepare required court documentation;
- Provide legal advice on complex matters in an easy to understand way;
- Make decisions on applications for Legal Aid funding;
- Collaborate with other community organizations to assist clients with underlying challenges;
- Provide advice and assistance to clients in civil Legal Aid matters (ie non-criminal) under the Mental Health Act, the Adult Protection Act, and Guardianship legislation; and
- Effectively work with Legal Aid staff regarding file organization, information recording, and compliance with record management procedures.

Minimum Qualifications:

- 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 should have a minimum of five years of experience in the practise of criminal law;
- Applicants who have been in practise for less than five years may be considered for a provisional appointment;
- Must have strong interpersonal skills and the ability to relate to Legal Aid clientele who often present with mental health, addictions, and substance abuse issues;
- Ability to work both independently and as an effective member of a team; and
- The successful applicant must provide a satisfactory criminal record check prior to beginning employment.

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.

Salary Range: \$52.37 - \$65.46 per hour (25S Excluded)

Bi-Weekly Hours: 75.0 hours bi-weekly

Posting ID: 153593-0922JPPO

Closing Date: February 10, 2023 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.