



## **The Court of Appeal of Alberta Required: Case Management Officer (Edmonton)**

The Court of Appeal of Alberta is seeking a lawyer for the position of Case Management Officer. This job will involve working closely with the List Management Justice to monitor individual appeals, and to identify and resolve issues related to the progress and management of civil and criminal appeals. The Case Management Officer will analyze procedural and legal questions, recommend changes to the Rules and Practice Directions, and enhance systems to track progress of appeals and enforce deadlines. *The Court of Appeal Act* sections 13 and 14 give other powers to case management officers. There is the potential for increased responsibilities and a widening range of duties as the position evolves.

The successful candidate must have the ability to effectively and efficiently manage complex and highly sensitive legal issues, have strong written and verbal communication skills, strong analytical and problem-solving skills, and good interpersonal skills when working with staff, lawyers and litigants, whose knowledge of the Rules of Court and Practice Directions varies.

Qualifications: A Bachelor of Laws (LLB) degree accompanied by a strong academic record and eligibility for entrance to the Law Society of Alberta. At least 4 years of legal experience. Related work experience would be beneficial (e.g. knowledge of Court processes, policies, procedures and protocols and civil procedure).

Salary: \$128,905.29 - \$164,421.91 per year

NOTE: This is an 18-month contract position from March 1, 2012 to August 31, 2013 which may be subject to extension. Final candidates for this position will be asked to undergo security screening and provide a writing sample. In your resume, please include bar admittance date and exact dates for and descriptions of past legal experience. Please also attach the transcripts from the university that issues the degree.

Secondments will be considered.

Online applications at [www.jobs.alberta.ca](http://www.jobs.alberta.ca) are preferred. If you are unable to submit an electronic version of your resume, please submit your resume, quoting the Job ID (1009187), to: Brenda Swaray at Alberta Justice and Attorney General, Human Resources Services, 1st Floor Bowker Building, 9833 109 Street, Edmonton, AB, T5K 2E8. Phone: 780-427-9286; Fax: 780-422-1330. Applicants who apply online will be able to track the status of their application. Note: As only one file can be uploaded, please ensure your cover letter; resume and any other related documents are submitted in one file.

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' education and experience best meets the needs of the position. Only individuals selected for interviews will be contacted.