

Manitoba Government Job Opportunities

Legal Research Officer, Manitoba Court of King's Bench

LF1-3 Legal Counsel 1-3

Regular/full-time
(Two positions)

Manitoba Justice
Judicial Services, Courts Division

Winnipeg MB

Advertisement Number: 43874

Salary(s): LF1-3 \$94,944.00 - \$190,530.00 per year (as of March 22, 2025)

Closing Date: April 7, 2025

The Manitoba government recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. The Manitoba government supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).

Employment Equity is a factor in selection for this competition. Consideration will be given to women, Indigenous people, visible minorities and persons with disabilities.

An eligibility list may be created for similar positions and will remain in effect for 12 months.

Introduction

Manitoba Justice is seeking to fill two (2) regular full-time Legal Research Officer positions in the Court of King's Bench. The Legal Research Officer will perform confidential research and writing for the Chief Justice and Justices of the Court of King's Bench.

Along with a cover letter and resume, applicants must provide a sample document or excerpt (minimum 8 pages, maximum 20 pages), which demonstrates their legal research, analytical and writing skills. We will be using this document to assess clear and concise legal writing style.

Conditions of Employment:

- Must be legally entitled to work in Canada
- Member (in good standing) or eligible for immediate membership with The Law Society of Manitoba
- Satisfactory Criminal Record Check and Vulnerable Sector Search
- Satisfactory Enhanced Internal Security Screening

Qualifications:

Essential:

- Bachelor of Laws (LL.B.) or Juris Doctor (J.D) degree
- Professional and academic experience and/or achievements that demonstrate expertise and skill in conducting lengthy and complicated legal research
- Extensive experience in the preparation of complex legal documents, memoranda, legal research papers and/or academic writings in the law
- Ability to develop strategy, provide legal advice and make recommendations
- Excellent analytical skills, including the ability to recognize and assess legal implications and policy options
- Excellent organizational and time management skills with the ability to work in a high pressure and time sensitive environment to meet conflicting deadlines
- Superior understanding of the principles of judicial independence
- Strong verbal communication and presentation skills
- Excellent interpersonal skills with the ability to develop and maintain strong and positive working relationships, including with co-workers, the judiciary and external parties

Desired:

- Ability to read, write and verbally communicate in French
- Experience in facilitation, coaching/mentoring, monitoring, and/or evaluating performance

Duties:

The Legal Research Officer will undertake extensive and complex legal research relating to matters before the Court and will prepare legal memoranda and other written material. The Legal Research Officer will engage in detailed, technical, and often time sensitive, discussions with members of the judiciary about legal issues, both procedural and substantive.

Under the supervision of the Chief Justice of the Court of King's Bench (or designate) and the Executive Legal Officer, the Legal Research Officer will provide oversight to law students participating in the Court of King's Bench externship program (or other comparable programs), which may include assigning and reviewing student work.

The Legal Research Officer may also undertake projects, conduct research or writing, and/or provide advice on matters of general application to the Court, including on procedural, substantive and policy issues and topics related to the administration of the courts and the role of the judicial branch.

Apply Now:

Advertisement # 43874
Talent Acquisition - Executive Recruitment
Human Resource Services
608-330 Portage Avenue
Winnipeg, MB, R3C 0C4
Phone: 204-945-6892
Fax: 204-945-0601
Email: PSCExecutivejobs@gov.mb.ca

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. When applying to this position, please indicate the advertisement number and position title in the subject line and/or body of your email. Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.

Please be advised that job competitions for represented positions may be grieved by internal represented applicants. Should a selection grievance be filed, information from the competition file will be provided to the grievor's representative. Personal information irrelevant to the grievance and other information protected under legislation will be redacted.

We thank all who apply and advise that only those selected for further consideration will be contacted.

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Any personal information provided including employment equity declarations will be used for employment and/or statistical purposes and is protected by The Freedom of Information and Protection of Privacy Act.

Alternate formats available upon request