



**JOB POSTING
LEGAL TECHNICAL ANALYST
FULL TIME POSITION
ENTEWATATHA:WI
DEPARTMENT OF EXECUTIVE SERVICES**

SALARY LEVEL: PT LEGAL ST2 \$61,860.24

SUMMARY OF RESPONSIBILITIES:

Under the supervision of the Coordinator, the incumbent is responsible for supporting the Nation Building initiative at Akwesasne. Inherent in this position is the requirement to have experience and knowledge of the development of codes, regulations, and procedures and the Akwesasne Law Enactment Process.

QUALIFICATIONS:

- University-Bachelors of Law Degree with five (5) years of professional experience OR
- Four Year Degree in the fields of Communication, Political Science, Criminal Justice or Law, with at least two (2) years' work experience related to Office Management, Law and Security, Political Science, Justice Administration and/or First Nations issues.

All interested applicants must submit a cover letter, resume, and copies of all relevant certificates/diplomas along with three references submitted on a Reference Check Release form (contact Human Resources) **no later than 5:00 pm Thursday, September 26, 2019 to:**

**Shayleen Thompson, HR Staffing Officer
Administration Building # 1
Akwesasne, Quebec
H0M 1A0
(613) 575-2250, ext. 2147
E-mail: shayleen.thompson@akwesasne.ca**

- Applicants must clearly outline that they meet the qualification requirements on their resume.
- Native preference in hiring.
- As a requirement of employment all applicants must have a Canadian Social Insurance Number.
- Upon the start of employment, a criminal record check is mandatory.
- An eligibility list will be created for one year.