



**JOB POSTING
PARALEGAL
FULL TIME TERM POSITION (OCTOBER 2019-AUGUST 2020)
JUSTICE ADMINISTRATION
DEPARTMENT OF JUSTICE**

SALARY LEVEL: SP07 ST 2 \$50,063.10

SUMMARY OF RESPONSIBILITIES:

Under the general supervision of the Director, the incumbent is to be a team player in a one-year funding project. The position is responsible to ensure the Akwesasne Review Commission meetings are coordinated, develop charters for administrative boards, and remit outcome of CBSA complaints to affected community members.

QUALIFICATIONS:

- Post-Secondary education in the field of Paralegal Studies or a Degree in Criminal Justice;
- Two years' experience working with First Nations;
- Two years' management experience including generating budgets, variance reports, operational planning, and other reports.

All interested applicants must submit a cover letter, resume, and copies of all relevant certificates/diplomas along with three references submitted on a Consent to Release Reference Check form (contact Human Resources) **no later than 5:00 p.m., Thursday, October 24, 2019;**

**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.
- A criminal record check is mandatory before start of employment.
- As a requirement of employment, all applicants must have a Canadian Social Insurance number.
- An eligibility list will be created for one year.