



SUPREME COURT OF NEWFOUNDLAND AND LABRADOR FAMILY DIVISION

AVAILABLE POSITION – LEGAL RESEARCH OFFICER

Applications are invited for the position of Legal Research Officer in the Family Division of the Supreme Court of Newfoundland and Labrador. This position provides a unique opportunity for the successful candidate to enhance his or her legal research and analytical skills and to gain insight into the conduct of litigation before the Family Division.

Duties: The Legal Research Officer will be responsible for providing assistance to the judges of the Family Division including:

- reviewing files, both pre and post hearing, and preparing preliminary briefing on points of law;
- preparing bench and research memoranda;
- assisting judges with respect to reviewing cases;
- attending court to listen to argument and completing related research when requested;
- participating in meetings and discussions with the judges;
- participating in the organization and co-ordination of special projects;
- assisting in the preparation of materials for judges' seminars and related issues;
- assisting in the drafting of family law rules and forms;
- responding to inquiries from Registry staff; and
- performing such other duties as may be assigned.

Qualifications: The successful candidate must be, or be eligible to be, a member in good standing of the Law Society of Newfoundland and Labrador. The successful candidate should possess excellent written and oral communication skills, strong research skills, superior organizational skills and an exceptional ability to identify and analyze problems. Demonstrated interpersonal skills are also essential to this position. Practice experience in family law and familiarity with DivorceMate software are preferred. A security clearance is required.

Location: This position is located in St. John's, NL.

Salary: Based on GNL Solicitor pay scale (commensurate with experience, up to Sol. III)

Term: The successful candidate will be hired for a one year contract with the possibility of further extension.

How to Apply: Interested candidates are requested to forward, by email, a CV, law school transcript, and the names, email addresses, and telephone numbers of three references **before 5:00 pm on Friday, February 9, 2018** to andreclair@supreme.court.nl.ca.

Please note that all candidates selected for an interview will be asked to submit a legal writing sample prior to the interview.