



SUPREME COURT OF NEWFOUNDLAND AND LABRADOR

AVAILABLE POSITIONS – LEGAL RESEARCH OFFICERS

The Supreme Court of Newfoundland and Labrador is looking for **TWO** Legal Research Officers.

Duties: The Legal Research Officers are responsible for providing assistance to the judges of the Supreme Court 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 court rules and forms;
- responding to inquiries from Registry staff; and
- performing such other duties as may be assigned.

Qualifications: The successful candidates must be, or be eligible to be, members in good standing of the Law Society of Newfoundland and Labrador. The successful candidates 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. A security clearance is required.

Location: Both positions will be located in St. John's, NL.

Salary: Solicitor I, step III-V on the GNL Solicitor's pay-scale (\$50,291-\$52,483)

Term: One candidate will be hired on a one year contract, with the possibility of further extension. The other candidate will be hired on a contract until March 31, 2019, 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, October 5, 2018** to andreclair@supreme.court.nl.ca.

Please note that candidates selected for an interview may be asked to submit a legal writing sample.