

## EMPLOYMENT OPPORTUNITY

### Legal Assistant –Term until April 2023

### Halifax, NS

#### About Us

Pursuant to the *Workers' Compensation Act*, we provide workplace injury insurance to workers and employers in Nova Scotia. Every day, our employees work to reduce the human and financial impact of workplace injury. We work to prevent workplace injuries, but when it occurs, we are there to provide security from its impact to workers and their families.

We work with workplaces across the province to help prevent workplace injuries, and to establish strong return-to-work programs. When injury occurs, we support injured workers to return to work in a safe and timely manner. We provide income replacement benefits, support rehabilitation and offer return-to-work assistance. We also provide extended benefits in cases where an injured worker is no longer able to work due to their workplace injury, and we support families in the wake of workplace tragedy.

We are a leader in Nova Scotia's growing workplace safety culture. Our social marketing campaigns spark important conversations and behaviour changes related to workplace safety. We work with our partners to reduce the human impact of workplace injury, through the promotion of workplace safety and return to work.

Guided by our Strategic Plan, we are focused on service improvement, innovation and opportunity.



#### About the Role

The WCB is seeking a dedicated and motivated individual with strong administrative and investigative skills to join our Legal Services team.

The Legal Assistant covers a broad array of responsibilities, all of which require incumbents to work in partnership with staff in the legal department providing department-wide services. Work at this level includes providing support and assistance to the Managers and team members including: scheduling and organizing meetings lawyer's meetings and monthly Legal Services meetings, creating agendas, taking and distributing minutes; creating and maintaining filing systems (both paper and electronic); formatting reports, knowledge of PowerPoint presentations with graphics, charts, Excel spreadsheets; financial, medical or legal terminology pertinent to the position, maintaining supply inventory; assisting in all aspects of legal activities as required; performing general administrative duties, light duties, photocopying, etc. as assigned. The Legal Assistant will also perform duties related to typing, transcribing and copying various legal memos/letters/documents regarding matters dealing with, Third Party, Investigations, Contracts, Privacy, Labour Relations and interjurisdictional issues.



**As an ideal candidate, you possess:**

- Grade 12 or equivalent, plus graduation from a secretarial program
- Minimum of 3 years' experience in an office environment
- Experience in a legal office environment would be an asset, as would experience working on a team or in a team-like environment.

WCB Nova Scotia champions safety and promotes a diverse and respectful workplace. As safety champions, all employees are responsible for following safe work procedures; using personal protective and safety equipment as required; knowing and complying with all regulations; reporting any illness or injury immediately to their manager; reporting unsafe acts and unsafe conditions; and cooperating with occupational health and safety initiatives. We are a scent free environment. WCB champions safety and promotes a diverse and respectful workplace.

We offer a competitive compensation package including a salary range of **\$41,358 - \$51,659**

Please email your resume and cover letter as **one** document **with your name and the job title in the document title (Microsoft Word format)** to **hrdept@wcb.gov.ns.ca** by 4 pm, **April 22, 2022**. In the **subject line** of your email, **please quote competition number: JV 27-22 EXT Legal Assistant.**

**We thank all candidates for their interest, however only those selected for an interview will be contacted.**

**Any offer of employment will be conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer.**

The WCB is an equal opportunity employer committed to supporting and developing our employees. For more information, visit our website at [www.wcb.ns.ca](http://www.wcb.ns.ca) or follow us on LinkedIn/Twitter.