

Nova Scotia Utility and Review Board

Administrative Assistant (Regulatory) - Clerk Group (Halifax)

Please Quote Competition #UARB-0801-CB

The Nova Scotia Utility and Review Board is seeking an experienced assistant to provide administrative support services within our Clerk Group. This includes, but is not limited to: drafting and preparing routine Orders, Hearing Notices, correspondence and other types of documents; opening and managing case files; preparing documentation for hearings; arranging hearing times, locations and logistics; applying the records management plan in the areas assigned. The Assistant will be required to fulfill substantially all of the duties of Clerk when the Clerk is absent. The Assistant may occasionally be required to provide support to public hearings including audio recording of proceedings, safeguarding material filed, preparation of hearing rooms, and assisting participants.

Qualifications Required:

- A secretarial arts degree or community college diploma, or equivalent
- A minimum of 7 years post qualification experience – preferably in a professional legal office environment
- Fast and accurate word processing skills
- Excellent grammar, proofreading and editing abilities
- Sound judgement and decision making skills
- Excellent communication, organization and time management skills
- Proficiency with microcomputers

To succeed in this position the incumbent must demonstrate discretion, tact, diplomacy, the ability to appropriately control confidential information, and an ability to get things done without prompting. Good interpersonal skills are also required, as there will be day-to-day contact with Board members, staff, and the public. The incumbent is expected to develop and apply a comprehensive knowledge of the acts, regulations, rules and policies relating to the matters assigned to the Clerk they support. They must be able to work cooperatively with other Clerk Group staff and Hearing Support Assistants.

Must be proficient with WordPerfect. Experience with MS Word, OpenText DM (PC Docs), GroupWise, and Quattro or Excel would be an asset. Working conditions may include irregular hours, overtime, and occasional travel. Successful candidates must pass appropriate background checks.

Salary range: \$32,504 to \$41,252

This is a full-time, permanent position. An excellent benefits package including pension plan is available.

Closing date for all applications is Monday, January 28, 2008.

Interested persons should send their resume in confidence to:

Kimberly Harris, Human Resources Officer
Nova Scotia Utility and Review Board
PO Box 1692, Unit "M", Suite 300, 1601 Lower Water Street
Halifax NS, B3J 3S3
or by facsimile to (902) 424-3919
or by E-mail: board@gov.ns.ca.

Applications received after the closing date will not be considered. We thank all applicants for their interest. However, only those selected for interview will be contacted. Please note that this is not a Civil Service position. The Board is an equal opportunity employer. Information about the Nova Scotia Utility and Review Board can be obtained on the Internet at: www.nsuarb.ca