



# Alberta Justice and Attorney General

## Wage Opportunity

**Job Title: Summer Student**  
**Job Classification: Administrative Support 2**  
**Hourly Wage: \$18.07 - \$21.82**  
**Closing Date: February 12, 2012**  
**Location: Calgary**

**Alberta Justice and Attorney General, Civil Law – Social Enhancement Legal Team**

Alberta Justice has a summer employment opportunity to work as a full time aid for an employee who requires assistance due to a physical disability. Our employee is a summer legal student who will be working in our Social Enhancement Legal Team (formally family law). Our Social Enhancement Legal Team (SELT) provides legal services to Children's Services, Human Resources and Employment Child Support Services, the Maintenance Enforcement Program and the Office of the Public Guardian. The legal officers in SELT do work that includes both court work and solicitor's work such as providing legal opinions and drafting contracts.

The employee you will be assisting will be doing a variety of office work throughout the summer and you will provide assistance with typing, organizing papers and files, taking notes in meetings or in court, and other work related tasks as needed. In addition you will assist with other tasks such as eating, removing a coat, and opening doors.

The successful applicant will have:

- strong communication skills, including well developed listening skills,
- the ability work in a team or individually,
- strong organization skills,
- a desire to help and develop innovative approaches and solutions to problems,
- strong computer skills specifically with MS office programs such as word and excel.

**Qualifications:** Candidates must possess at least a high school diploma. Preference will be given to applicants with related experience and education.

**Note:** Your hours of work will be 8:15 - 4:30; lunch/time of breaks may vary.

**Please submit your cover letter and resume, via Email, to: Megan Pellis, [megan.pellis@gov.ab.ca](mailto:megan.pellis@gov.ab.ca), Alberta Justice and Attorney General, Human Resource Services, 9833 - 109 Street, Edmonton, AB, T5K 2E8. Phone: (780) 644 - 1374; Fax: (780) 422-1330.**

**We thank all applicants for their interest. All applications will be reviewed to determine which candidates' education and experience best meets the needs of the position. Only individuals selected for interviews will be contacted.**

