



Tribunal Secretary

Are you currently a seasoned Legal Assistant with abilities that have been to date, untapped? Are you looking for an opportunity to take your career to the next level? The Institute of Chartered Accountants of Alberta has a unique and challenging opportunity for someone just like you! The Tribunal Secretary role is responsible for managing and administering the Institute's hearing processes.

Reporting to the Senior Director Regulatory Affairs, as the Secretary, you will oversee and organize hearings and provide support and advice to Discipline Tribunals and Appeal Tribunals related to discipline hearings and appeals. In this role you will also provide direct supervision to the Tribunal Administrator who will work with you in providing administrative support in delivery of the discipline/appeal process.

As an experienced legal assistant in litigation and/or administrative law your past work experience will demonstrate that you possess sound administrative judgment, have a good sense of humour, relish working independently, and have a good understanding of administrative or court/tribunal processes/procedures. You also enjoy building relationships and direct contact with professionals involved in the legal process. Your technical skills will include drafting legal documents, and managing administrative processes. Your advanced Microsoft office skills will enable you to organize the tribunal process and will ensure the production of quality reports and documents in a timely manner. Finally, the ability to accommodate some travel within Alberta would be required.

As the ideal candidate you will have a diploma in office administration or a legal assistant diploma combined with several years of progressively responsible paralegal or administrative law experience. An equivalent combination of related progressive experience in a senior paralegal or administrative law environment will also be considered. Supervisory experience would be an asset. If this role sounds like the next step in building a great career, please submit your confidential resume, including cover letter, by email on or before January 31, 2012 to:

Human Resources Manager
Institute of Chartered Accountants of Alberta
580 Manulife Place
10180 - 101 Street
Edmonton, AB T5J 4R2
icaa.hr@icaa.ab.ca

Please quote competition number TS0112 in the subject line if applying through email. Closing date: January 31, 2012 or as soon as a candidate is selected.

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