



# 162633 - Bilingual Court Stenographer - Justice and Public Safety-Temporary

Government of PEI

Charlottetown, Prince Edward Island

1 Position available

Expires externally on: April 9, 2025

Expires internally on: April 9, 2025

## JOB DESCRIPTION



The Department of Justice and Public Safety is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public sector workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their sexual orientation, gender identities, and gender expressions. Those looking for more information are invited to visit our [Equity, Diversity, and Inclusion Policy](#).

The purpose of this position is to perform duties as a Court Reporter, Judicial Clerk and Judicial Assistant in and for the Supreme Court of Prince Edward Island. As a Court Reporter, the incumbent ensures there is an accurate and permanent recording of all proceedings heard in the courtroom. As a Judicial Clerk, the incumbent performs duties required to ensure civil and criminal jury and non-jury trials run smoothly and efficiently. The incumbent works as a confidential and skilled assistant, providing technical and administrative support services to the Judiciary of the Supreme Court of Prince Edward Island.

### Duties will include but are not limited to:

- Preparing for Court, ensuring files are present and complete and in Justice's possession;
- Arranging courtroom security;
- Preparing digital recording equipment (CourtSmart) for trial, entering case information, ensuring equipment & microphones are functioning properly;
- Opening Court, calling case, identifying parties, swearing or affirming witnesses, marking and maintaining exhibits and recording of same;
- Recording of proceedings, keeping accurate tags for playback and/or transcription;
- Organizing video and teleconferencing in consultation with IT technician;
- Maintaining Court Clerk logbooks of proceedings for easy reference;
- Researching legal cases manually or using Quicklaw database;
- Attending non-jury criminal arraignments, receiving and recording pleas on Indictments;
- After Court proceedings, recording and entering details of proceedings on FACTS 7 database and recording information on file;
- Providing results of court proceedings and time spent in court to Trial Coordinator;
- Immediately upon completion of all Court proceedings, identifying and preparing appropriate documentation resulting from disposition of case, i.e. Consent Order, Federal or Provincial Warrant of Committal, Probation order, etc.;

Job type:



1 year Temporary / Full-time

Work shifts:



Day

Work schedule:



37.5 hrs/week

Work location:



On site

Salary:



\$56,238.00 - \$67,022.00 CAD

Yearly

Unionized:



Yes

## Additional information

Job Opening ID:

- 162633

Department:

- Justice and Public Safety

Location:

- Charlottetown

Pay Level:

- 13

Hourly Salary Range:

- \$28.84 - \$34.37

Employment Type:

- Temporary

Closing Date:

- April 9, 2025

Open To:

- Public

- Distribution of orders as required;
- Performing administrative tasks such as screening incoming phone calls, coordinating conference calls, preparing and proofreading written correspondence, preparing expense forms, sending faxes, printing materials, filing, etc;
- Assisting trial coordinator with day to day duties;
- Preparing and proofreading judges court decisions, forwarding same to counsel parties and publishers;
- Taking attendance of the jury throughout trial;
- Polling of full jury panel, conferring with Sheriff re medical certificate or other exceptions and reporting to presiding Justice; Receiving and recording verdict;
- Supervising, under the direction of the presiding Justice, the selection of the petit jury; keeping record of all challenges and stand asides; swearing jurors individually upon selection; and
- Typing verbatim transcripts of court proceedings as required, filing with appropriate Court section and providing copy to lawyers.

**Minimum Qualifications:**

- High school graduation supplemented by successful completion of a recognized office studies/secretarial program, or legal secretary program/diploma.
- Considerable experience working in a senior administrative role.
- Must have court transcription certification or successfully complete testing prior to interview. Experience working in a court system.
- Must have the ability to communicate in both official languages (English and French) is essential.
- *Demonstrated equivalencies will be considered.*
- Requires a working knowledge of CourtSmart, FACTS 7, Quicklaw, Speech Exec. Excellent interpersonal, written and oral communication skills required.
- Knowledge of the Prince Edward Island Rules of Court, and the Judicature Act, Jury Act, and Supreme Court Reporters Act.
- Confidentiality is of the highest importance in this position.

**Other Qualifications:**

- Additional relevant education and experience will be considered an asset.
- The successful applicant will be required to provide proof of an acceptable criminal records check with vulnerable sector screening prior to commencing employment.
- The successful applicant will be required to obtain a Level II Security Clearance.

**Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.**

This competition may be used to fill future job vacancies.

Where possible, submitting an electronic resume or job application is preferred. Otherwise, please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383. **IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE.** Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at [www.jobspei.ca](http://www.jobspei.ca). Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.

***No. 6 on Forbes' list of Canada's Best Employers 2024***

***The Public Service is inspired to make a positive impact and proud to shape the future of our Island Community.***

Required documents

Resume

Optional documents

Cover Letter

If you are not a Canadian citizen or permanent resident, please upload a copy of your valid work permit confirming your authorization to work in Canada

Other

**BENEFITS**



3 weeks paid vacation  
annually



Up to \$2,500 annual  
training funds



Health and dental benefits  
after 6 months



Flexible working hours