



**Assistant - Public Hearings (Halifax - 1 full-time permanent position)
Competition # UARB 05-18**

PLEASE NOTE THIS IS NOT A CIVIL SERVICE OPPORTUNITY

Reporting to the Chief Clerk, the Hearing Support Assistant is primarily responsible for attending at and provision of administrative and logistical support to public hearings, and secondarily to provide general administrative support to the Clerk Group or others as assigned.

Duties

Primary duties of this position include, but are not limited to:

Hearings and Meetings Support: Be the principle support person or part of a support team that provides all administrative and logistical support to hearings, meetings and other proceedings to include:

- Locates, sets up and supports various types of venues, teleconferences, and virtual meetings (e.g., GoToWebinar)
- Sets up, operates and maintains all equipment (e.g., computers, AV and recording equipment) including being an operator for electronic document display during designated hearings
- Records all Board proceedings assigned utilizing Board recording equipment including telephone conference hearings
- Prepares and maintains associated administrative documentation (e.g., exhibit, witness and undertakings lists)
- Organizes and safeguards all case documentation in use (e.g., exhibits) regardless of medium or form
- Assists parties and the public with logistics of the hearing
- Provides assistance to outside recording services and/or casual staff engaged for an event
- Carries out instructions from Clerks and Members; assists them as requested including, but not limited to, acting as “runner” in support of events

General Support: Assist, as available, with various administrative tasks to include:

- Files and retrieves electronic files and documents in proper case files and compliant with policies and directions given
- Posts exhibit documents, sound files and transcribed documents in various formats to case management system
- Receives, routes and safeguards documents or artifacts during events
- Assembles and maintains hearing binders; makes copies and/or scans documents
- As directed by a Clerk, prepares routine Orders, Hearing Notices, correspondence and other types of documents
- Provides reception relief on a rotational basis
- Maintains a database for the provision of transcription services from outside agencies
- Purchases office supplies and manages stock levels

Working Conditions

This position may require:

- Long and extended hours in hearings or working in support of hearing processes both locally and at various locations throughout the province, sometimes for multiple days
- Long periods of time at a computer
- Travel throughout the province including driving of rental vehicles
- Lifting and movement of equipment and files
- Occasional work in low and dirty or dusty conditions (e.g., under tables or stages; storage rooms, halls or basements).

Qualifications required:

- Diploma in Business Administration or Paralegal Services or equivalent with a minimum of 1 year post qualification experience – preferably in a professional legal environment
- Must be able to adjust working hours to those set for public hearings including out of town travel for multi-day periods
- Must have a “can do”, results focussed attitude, and be a proactive problem-solver
- Fast and accurate word processing skills with emphasis on proofreading and editing abilities
- Sound judgement with a strong work ethic
- Strong communication and interpersonal skills
- Able to balance multiple priorities with demonstrated time management and organization skills;
- Proficiency with Microsoft Suite (Word, Excel, Outlook) and Adobe PDF;
- Experience with a database program such as Filemaker would be an asset;
- Experience with OpenText DM (PC Docs) would be an asset;
- Valid Province of Nova Scotia driver’s license.

An acceptable combination of education and experience may be considered. Please clearly indicate in your resume or covering letter how you meet the qualifications and requirements for this position.

Salary Range: \$34,715 to \$43,394 (depending on qualifications and experience).

In addition, the NSUARB offers a comprehensive benefits package.

An offer of employment is conditional upon the satisfactory results of: reference checks, criminal background checks, and verification of your credentials.

Closing date for applications is **4:30 pm, December 14, 2018**.

The Board is an equal opportunity employer and is committed to ensuring diversity in the workplace by supporting initiatives that promote the equitable participation of Aboriginal persons, African Nova Scotians and other racially visible persons, persons with disabilities and women in positions where they are under-represented. All applicants who are members of an employment equity group are encouraged to self-identify. As a designated public institution under the French-language Services Regulations, the Nova Scotia Utility and Review Board encourages members of the Acadian and francophone community to consider applying for these positions.

Comme institution publique désignée en vertu de la Loi sur les services en français, la Commission des services publics et de révision encourage les membres de la communauté acadienne et francophone à soumettre leur candidature.

Applicants replying by email submission are asked to merge their cover letter and resume into one file. Send merged document to Darlene.Durant@novascotia.ca. Please ensure the email subject line reads as: **Assistant – Public Hearings UARB-05-18.**

For those applying by regular mail or delivery please quote the competition number and job title in the cover letter and clearly mark the envelope PRIVATE & CONFIDENTIAL. Applications being submitted by regular mail should be sent to:

Human Resources Officer
Nova Scotia Utility and Review Board
1601 Lower Water Street
P.O. Box 1692, Unit "M"
Halifax, NS B3J 3S3

The Nova Scotia Utility and Review Board (NSUARB) is an independent quasi-judicial tribunal with broad regulatory responsibilities and adjudicative jurisdiction over a wide scope of subject areas. More information on the Board can be found [here](#).

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