

**Department of Justice  
Legal Services Division - Halifax  
Articled Clerk**

The Legal Services Division of the Department of Justice is the government's law office, responsible for the provision of all legal services (excluding prosecutions) to the Province of Nova Scotia. As such, the lawyers in the Legal Services Division are accountable for providing legal services on a broad range of matters to the Government and many of its boards, agencies and commissions. The Legal Services Division is committed to providing articled clerks with an experience in which the educational component is of paramount importance.

**Duties:**

Articled clerks are part of the legal team that provide effective and efficient legal support to government across three practice groups: Solicitor Services, Litigation/Labour and Child Protection Services. As an articled clerk with the Department of Justice, you will work closely with lawyers and spend time in each practice group. Responsibilities include: conducting research, preparation of legal documents and memoranda, interpreting legislation and regulations, meeting with clients, assisting lawyers in drafting law and in representing the crown in litigation before the Courts, labour arbitrations and various specialized tribunals. Excellent research, analytical and organizational skills are required along with the ability to communicate effectively and persuasively, orally and in writing, and the ability to function with a minimum of supervision in a team environment.

**Positions Available:**

This posting is for two articled clerk positions from June 5, 2023, to May 31, 2024, one of which is designated for a student of the Indigenous Blacks & Mi'kmaq (IB&M) Initiative at the Schulich School of Law at Dalhousie University. To be considered for the designated position, applicants must self-identify as a student in the Initiative in their covering letter.

**Process:**

Stage 1 – Written application:

- Initial application to be submitted comprising resume, covering letter and transcript due on or before closing date.

Stage 2 – Interviews:

- Interviews will be offered to selected applicants.

**Qualifications and Requirements:**

The successful candidate must meet the following qualification:

- Eligible to graduate from law school in Spring of 2023 or have already graduated and are eligible to commence articles in Nova Scotia in Spring 2023.

**Assets:**

The following previous experience will be considered assets:

- Drafting, interpreting or applying legislation, regulations or common law principles;
- Working or volunteering within a professional or legal environment;
- Exposure to and knowledge of the roles and responsibilities of government, agencies, boards or commissions;
- Researching and analyzing complex issues and identifying solutions, potentially with limited resources and demanding deadlines;
- Experience demonstrating a contribution to public service and/or community development;
- Experience, whether in a legal environment or not, demonstrating significant achievement, resilience, initiative or perseverance.

During the interview process, candidates may be asked to speak to their excellent communication skills, orally and in writing; effective interpersonal skills; dependability; initiative; ability to function with a minimum of supervision; teamwork; attention to detail; and, working knowledge of computer software programs, Internet and electronic mail.

All offers of employment are conditional upon completion of all applicable background checks, including a criminal record check, and, confirmation of credentials, the results of which must be satisfactory to the employer.

**Salary:** \$24.76 per hour - Articled Clerk rate

**Closing Date:** 12:00 noon AST on September 23, 2022

**Submit Applications to:**

Debbie Brown at [Debbie.Brown@novascotia.ca](mailto:Debbie.Brown@novascotia.ca)

and

Lara Nicholson at [Lara.Nicholson@novascotia.ca](mailto:Lara.Nicholson@novascotia.ca)

Please title your application as "Applicant's Name – NS DOJ Articling Application" and submit by way of PDF.