

Resource Paralegal, Enforcement *(Competition #2025-1275)*

Our organization:

The Alberta Securities Commission (ASC) is the industry-funded regulator responsible for administering the province's securities laws. It is entrusted with fostering a fair and efficient capital market in Alberta and with protecting investors. As a member of the Canadian Securities Administrators (CSA), the ASC works to improve, coordinate and harmonize the regulation of Canada's capital markets.

The Enforcement Division enforces Alberta securities laws by investigating, disrupting and prosecuting breaches of those laws with an eye for preventing and stopping current and future misconduct.

The opportunity:

Reporting to the Manager, Business Support, this dynamic role is ideal for a proactive and adaptable professional to provide coverage across the administrative, legal and paralegal functions of the Business Support team. The Resource Paralegal will also offer direct support to the team's manager and collaborate on a variety of initiatives and projects within Enforcement and across the organization, ensuring Enforcement's needs are effectively represented.

Key responsibilities include:

- Formatting and proofreading a variety of correspondence and legal documents including: legal briefs, memos, notices, court documents, summonses, orders, and correspondence.
- Drafting a variety of documents, including correspondence, affidavits, memos, judgments, garnishee summonses and writs.
- Arranging for service of notices of hearing, orders, settlement agreements, disclosure, notices to attend, submissions, and facta; swearing affidavits.
- Coordinating with witnesses with respect to attendance at and travel arrangements to the ASC.
- Managing meetings and scheduling for the Manager, Business Support including arranging room bookings and handling travel arrangements.
- Maintaining all current information in CRM and ensuring all documents are saved appropriately.
- Performing other administrative tasks, including processing invoices, preparing expense claims, and closing files.

The ideal candidate will possess:

- A recognized legal assistant diploma, or equivalent experience.
 - A minimum of 10 years of progressive administrative experience in the litigation or regulatory areas, collections experience would be an asset.
 - Change management experience in projects would be an asset.
 - Strong proficiency in Microsoft Word, Excel, and Outlook, including the ability to learn and master various database programs; and interest in exploring innovative technology solutions.
-

- A customer-focused approach, with an ability to work in a multi-disciplinary environment, providing coverage to positions with different skillsets and working with members of Enforcement and throughout the ASC.
- An ambitious, driven approach, and be capable of: contributing input on divisional and organizational projects with respect to impact and risk, identifying actionable steps and developing practical solutions that meet Enforcement's needs.
- The ability to exercise good judgment and use discretion with confidential information.
- Strong interpersonal skills with the ability to communicate clearly and effectively.
- A detailed and accurate approach to daily activities and processes.
- The proven ability to be flexible, adaptable and self-motivated.

Note: *The successful candidate will be required to provide a Police Information Check with results satisfactory to the ASC prior to commencement of employment.*

To apply:

Click the Apply For This Job Online button to submit your resume, cover letter and salary expectations by November 19, 2025. *This position will work out of the ASC office located in Calgary, Alberta.* You will be contacted if you are selected for an interview. More information about working at the ASC including our comprehensive Total Rewards package can be found on our website at www.asc.ca.

We offer a hybrid work environment and flexibility, a competitive total rewards package consisting of 100 per cent employer-paid benefits, comprehensive health and dental, employee life insurance, short-term and long-term disability; retirement benefits; travel insurance; paid vacation time, flex and sick days; an employee family assistance program; transportation allowance, generous flexible spending account and professional development through subsidized courses, conference, workshops, seminars and in-house training. We also encourage fun and giving back to the community with initiatives offered through our ASC Social Club and annual United Way Campaign.

The ASC is an equal opportunity employer and encourages applications from all qualified individuals. We celebrate diversity and are committed to providing an inclusive work environment where every employee feels valued and respected.
