



Information Coordinator (Legal Resolution Support Centre)

Location: Medicine Hat

Permanent/Temporary: Temporary, with an end date of April 2027

Salary: \$2,265.79 to \$2,866.95 bi-weekly (\$59,137 - \$74,827/year)

Are you looking for an opportunity to apply your knowledge of court procedures and the law to support Albertans in accessing the legal system? Join the Resolution Support Centre team, where you will provide high-quality service to the public while expanding your legal knowledge!

Under the direction of the Team Lead, Information Services, you will serve as a front-line representative of Alberta Justice, providing accurate, current, and reliable information to Albertans, including self-represented litigants.

Your role will involve, but is not limited to:

- Providing information and documentation about Court and Justice Services programs and services to internal and external stakeholders through phone, in-person, and email interactions.
- Providing information and referrals to clients regarding alternatives to court action, including Resolution Services Programs, and connect them with appropriate GoA departments, NGOs, and community resources.
- Supporting clients in accessing general and legal information, including court processes, legislation, and program policies
- Reviewing and filing court documents in accordance with the Alberta Rules of Court and applicable legislation
- Contributing to the development and maintenance of program resources to support consistent service delivery and staff training

As the ideal candidate, you will bring:

- Strong communication and interpersonal skills, with the ability to build effective relationships with stakeholders, colleagues, and Albertans.
- Sound judgment and professionalism, particularly when de-escalating challenging situations, and remain calm and composed under pressure.
- Strong organizational skills, with the ability to manage a high volume of work while maintaining accuracy and attention to detail
- The ability to work independently while also contributing to a collaborative team environment.

Qualifications

Required: A high school diploma and four (4) years of related experience in a legal environment. A combination of legal experience and experience supporting a variety of clients may also be considered.

Examples of related experience include:

- Legal Assistants and Paralegals
- Court or Judicial Clerks and Assistants
- Experience with court processes and procedures in a legal or justice environment (e.g., law firms, court services, correctional services)

For more information and to apply, please visit:

<https://jobpostings.alberta.ca/job/Medicine-Hat-Information-Coordinator/602048717/>