



The College of Physicians and Surgeons of Saskatchewan (CPSS) is looking for a permanent, full-time **Legal Assistant** to join our legal team.

The Opportunity

Reporting to the Associate Registrar and Senior Legal Counsel, the Legal Assistant will work closely with the College's four lawyers to support the work of the department. The legal work at the College focuses on professional regulation, including discipline investigations, discipline hearings and dealing with court applications, but also involves work in a very broad range of legal and non-legal areas including privacy law, legislative and bylaw drafting and policy development.

Key responsibilities

The expected range of responsibilities for the successful candidate will include:

- Preparing, proofreading, editing and formatting a variety of documents and correspondence under the direction of the College lawyers.
- Maintaining and updating the information in the tracking systems established by the College.
- Managing the precedent documents/correspondence utilized by the College's legal department.
- Ensuring regular communication with complainants.
- Facilitating the work of preliminary inquiry committees appointed to investigate possible unprofessional conduct by physicians, including arranging interviews, obtaining records relating to investigations, and, on occasion, transcribing the recordings of interviews.
- Arranging for prompt payment of individuals on investigation committees and hearing committees.

- Compiling disclosure of documents in cases where charges of unprofessional conduct have been laid.
- Making arrangements for discipline hearings and providing logistical support for those hearings.
- Preparing books of documents for discipline hearings.
- Preparing documentation to obtain subpoenas as required for investigations and/or discipline hearings.
- Preparing Court documents as required for appeals or applications for judicial review.

What you have

The successful candidate will be expected to have a consumer focus and be able to work independently as well as part of a team. Strong organizational abilities as well as an ability to communicate clearly and professionally are essential.

In addition:

- Successful completion of a related one-year legal assisting program
- Three years' experience in a legal office or related environment
- Knowledge of standard office equipment and procedures
- Knowledge of legal processes and procedures
- Knowledge of medical and legal terminology will be an asset but not essential
- Knowledge of the medical profession or the regulation of professions will be an asset but not essential
- Ability to self-motivate, balance competing priorities and problem solve
- Ability to deal courteously and tactfully with co-workers and the public
- Ability to deal with highly sensitive and confidential information in a professional manner

About CPSS

The College of Physicians and Surgeons of Saskatchewan exists to serve the public by regulating the practice of medicine and guiding the profession to achieve the highest standards of care. The College is a statutory, professionally-led regulatory body established by legislation of the Government of Saskatchewan and charged with the responsibility of licensing properly qualified medical practitioners; developing and ensuring the standards of practice in all fields of medicine; and investigating and disciplining of all doctors whose standards of medical care, ethical or professional conduct are questioned.

We offer an excellent compensation and benefits package which includes:

- Competitive salary
- Excellent pension plan
- Comprehensive benefit package that includes health and dental benefits, life insurance, accidental death and dismemberment insurance, short-term and long-term disability insurance, an Employee Family Assistance Program and annual health and wellness allowance.
- Generous leave provisions including paid vacation days, sick days and personal obligation days
- Free on-site gym and ample electrified parking
- Development opportunities

Application Process

Please submit your CV and a cover letter to careers@cps.sk.ca by the end of day, **Friday, April 22, 2022**. You can, if you wish, call Bryan Salte at 306-667-4626 or Sheila Torrance at 306-667-4633 or Rochelle Wempe at 306-667-4653 to discuss the position.

All applications will be held in strict confidence. No references will be contacted without the applicant's consent.

We thank all applicants for their interest in CPSS, however, only those selected to move forward in our candidate selection process will be contacted.

By applying to this position, you are confirming you possess either a Canadian Citizenship, permanent resident status, or valid work permit.

The College strives to create a diverse and inclusive work environment that enhances our ability to meet the needs of the communities we serve. All qualified candidates will be considered regardless of physical ability, age, race, ethnicity, religion or belief, sex, sexual orientation, gender identity or expression.