

Public Inquiry Clerk

The National Inquiry into Missing and Murdered Indigenous Women and Girls (the “National Inquiry”) is looking for experienced individuals to fill the positions of **Public Inquiry Clerk – Two (2) positions**.

The National Inquiry is entirely independent from the federal government and employees are appointed on a term basis. We are committed to having a highly skilled and well represented Indigenous workforce. We strongly encourage candidates to self-identify as belonging to Indigenous Peoples.

Key Activities – Duties

Provides services and delivers on administrative functions at the National Inquiry’s public hearings in cities and communities across Canada.

A Public Inquiry Clerk:

- swears and affirms witnesses at hearings;
- collects, describes, marks and maintains control of exhibits;
- documents and tracks hearing-related information and required follow-up;
- assists with distribution of records to parties who have been granted standing with the National Inquiry into Missing and Murdered Indigenous Women and Girls;
- ensures that all documentary materials related to hearings are in compliance with the protective orders made by the National Inquiry’s four Commissioners (publication bans, in camera orders, anonymity orders, etc.);
- prepares records for transfer to an e-litigation software platform;
- posts public materials to the National Inquiry’s website and shares public materials with media upon request;
- sends and tracks materials for translation;
- responds to and/or provides direction on enquiries related to the National Inquiry by telephone, written and/or electronic correspondence;
- assists with the coordination of statement-gathering and the transcripts, video and documents generated by the statement-gathering process; and
- prepares correspondence, reports, statements and other materials.

Qualifications

Language Requirements:

- bilingual English / French essential (fluency in oral and written English and French)

Education:

- Successful completion of secondary school education.
- Post-secondary training in a related field is an asset.

Experience:

- experience in operating court reporting software is an asset (Liberty Court Reporter or equivalent);
- proficiency with word processing, spreadsheet, database and web-based applications is required (Word, Excel, Skype, Outlook);
- experience in using records management systems applications is an asset; and
- experience in providing quality assurance and quality control mechanisms in order to ensure record accuracy and compliance is required.

Skills and Abilities:

The successful candidate will:

- demonstrate strong oral and written communication and interpersonal skills to effectively liaise with staff, senior managers, all National Inquiry participants and members of the public;
- exercise sound judgment, tact and discretion in liaising with Inquiry participants regarding hearing administration and/or confidential matters;
- proven proofreading skills and attention to detail;
- demonstrate strong organizational skills and prioritize document processing, clerical and administrative support activities to ensure compliance with legislation and completion within established timeframes; and
- be able to manage emerging issues and respect legislative requirements despite conflicting and often short deadlines.

Competencies:

- Effective interpersonal skills
- Confidentiality
- Judgment
- Discretion
- Team work
- Client service oriented
- Action management

Conditions of Employment

- Willing to work overtime on occasion
- Willing to travel frequently
- Federal secret security clearance

Location of Employment

- Based on your area of residence, your work location will be at one of our regional offices (Quebec - Wendake; Ottawa; Vancouver) or remotely by means of a telework arrangement if you do not live in one of these three locations.

Rate of Pay

- From \$ 51,538 to \$57,643.
- As per the Canadian Human Rights Commission's [Aboriginal Employment Preference Policy](#), the National Inquiry into Missing and Murdered Indigenous Women and Girls seeks to promote the employment of Indigenous Peoples.

Interested candidates are invited to submit their cover letter and resume to b.zandberg@mmiwg-ffada.ca by **January 17, 2018**. In the subject line, please indicate "**Public Inquiry Clerk**". Your cover letter should clearly demonstrate how you meet the language, education and experience requirements for this position.

We thank you for your interest in working for the National Inquiry. Only those selected for further consideration will be contacted.