



Clerk Assistant/Procedural Clerk

P7 Professional Officer 7

Regular Full Time

Manitoba Legislative Assembly

Winnipeg MB

Advertisement Number: 011925

Salary(s): P7 \$3,132.00 - \$3,909.93 bi-weekly

Closing Date: May 14, 2025

This competition is designated for Indigenous applicants only. To be considered for this position please make a declaration in your application.

The Legislative Assembly of Manitoba is offering a unique opportunity for a qualified individual to join their procedural team as a Clerk Assistant/Procedural Clerk. This key position will play a significant role in the daily operations of the Assembly, providing non-partisan procedural advice to all MLAs, as well as to government and opposition staff, offices of the Assembly, media and the public.

This position is a developmental role, providing an opportunity to learn, train and work within multiple Assembly Branches leading to greater responsibilities and prospects in the future.

The incumbent will be a non-partisan employee of the Legislative Assembly and not a government employee.

What You'll Do

This challenging and rewarding position will be an indispensable member of a dynamic, professional and highly skilled team comprising six other Legislative Clerks. The Clerk Assistant/Procedural Clerk is accountable for providing expert, non-partisan advice and information on a range of parliamentary procedures, practices, and precedents. The incumbent will provide administrative and logistical support for a range of legislative activities, most importantly when the House is sitting. This position will primarily serve as a Clerk-at-the-Table during sittings of the House and will act as an essential procedural support to the Clerk and Deputy Clerk.

The work of the procedural team is highly complex and must be performed with an exceptionally high degree of accuracy, often under very tight deadlines. Working with a wide range of individuals ranging from high school students in our Page program to MLAs and senior Government Officials, the incumbent will be an effective communicator with well-developed interpersonal skills.

Responsibilities will include:

- Serving as a Clerk-at-the-Table in the Legislative Chamber during sittings of the House
- Providing expert, non-partisan advice regarding parliamentary procedures and practices to all Members of the Assembly
- Conducting and collaborating on a wide range of procedural research tasks
- Collecting and managing rulings and precedents delivered by current and past Speakers
- Working extensively with members of the public, elected officials and political staff in a non-partisan, non-biased manner
- Participating in special projects and training, as well as proposing new initiatives
- Demonstrating the utmost sensitivity, tact, integrity and good judgment

Essential Qualifications

- A post-secondary degree in a relevant field, or an appropriate combination of education, skills and experience appropriate to the position
- Strong research, analytical, and writing skills
- Excellent oral and written communication skills
- The ability to exercise sound judgment and deal effectively with challenging situations
- Strong organizational, logistical, and time management skills
- The ability to adapt to change and identify and resolve problems to complex situations
- Excellent interpersonal skills
- The ability to work on a team as well as independently with minimum supervision

Preferred Qualifications

- Experience working with and interpreting legislation, regulations, parliamentary precedents and statutes
- Experience in the administration of public meetings
- Knowledge of Manitoba political history
- Fluency in the French language

To Apply

- You must be, and remain, politically non-partisan in both perception and fact.
- You must be legally entitled to work in Canada.
- You must be willing to work a flexible schedule, including working outside of standard office hours.

Apply to:

Advertisement No. 011925
Manitoba Legislative Assembly
Human Resource Services
302-386 Broadway
Winnipeg MB, R3C 3R6
Phone: 204-945-7279
Fax: 204-948-3115
Email: hr@legassembly.mb.ca

Competitive process: The competition will include a board interview and a comprehensive written assessment. The successful candidate will be subject to a six (6) month probationary period.

WHEN APPLYING FOR THIS POSITION, PLEASE INDICATE THE ADVERTISEMENT NUMBER AND POSITION TITLE IN THE SUBJECT LINE AND/OR BODY OF YOUR EMAIL.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. When applying to this position, please indicate the advertisement number and position title in the subject line and/or body of your email. Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.

We thank all who apply and advise that only those selected for further consideration will be contacted.