

Office Manager, Justices' Chambers, Court of King's Bench

Location: Regina, SK

Position Type: Permanent Opportunity

Overview

The Ministry of Justice and Attorney General is seeking a conscientious, dependable and highly organized professional to join the Justices' Chambers, Court of King's Bench in Regina as the Office Manager.

The Office Manager is responsible for the overall administration and efficient operation of Justices' Chambers. The role provides direct administrative and operational leadership, while supervising and supporting a team of Judicial Assistants. Through regular interaction with members of the judiciary, court staff, senior government representatives, and external partners, the Office Manager contributes significantly to the effective administration of justice.

Success in this role requires a high level of professionalism, discretion, independent judgment, and confidentiality, as well as strong organizational skills and the ability to balance competing demands in a fast-paced environment.

Key responsibilities will include supporting the Associate Chief Justice and members of the judiciary, coordinating judicial office activities, supervising staff, organizing judicial meetings and ceremonies, managing travel and financial administration, coordinating law clerk recruitment, and liaising with internal and external stakeholders.

Required Skills

- Strong organizational, time-management and prioritization skills, with the ability to manage competing demands and deadlines.
- Clear, timely and professional written and verbal communication skills.
- Strong leadership, supervision, coaching and relationship-management skills.
- Sound judgment, initiative, discretion and the ability to resolve issues effectively.
- Ability to manage sensitive and confidential information with tact and diplomacy.
- Strong attention to detail, accuracy and records-management skills.
- Ability to research, analyze and prepare correspondence, agendas, briefing materials and other documents.
- Knowledge of legal terminology, legislation, policies, procedures and Rules of Court.

- Proficiency with Microsoft Word, Excel, Outlook, PowerPoint and related document-management systems.
- Ability to work effectively both independently and collaboratively in a fast-paced environment.

Qualifications

- Post-secondary education such as a legal assistant diploma, and/or relevant experience in a court or legal administrative environment.
- Several years of supervisory or leadership experience.
- Knowledge of Court of King's Bench operations, procedures and protocols is considered an asset.
- Experience providing administrative support to senior officials or members of the judiciary is considered an asset.
- Demonstrated ability to manage multiple priorities, exercise sound judgment and maintain confidentiality.

You must demonstrate good character in order to maintain the integrity of the justice system and the people it serves. The successful candidate shall be subject to a Criminal Record Check as a condition of employment.

Appointment will be made by Order-in-Council.

Applications can be sent to courts.referrals@gov.sk.ca by **Monday, October 26, 2026**. Please include "Office Manager, Justices' Chambers, Court of King's Bench" in the subject line. Qualified applicants will be contacted for an interview.