



170525 - Bilingual Judicial Clerk - Department of Justice and Public Safety - Temporary

Government of PEI

📍 Charlottetown, Prince Edward Island

👤 1 Position available

📅 Published on: September 23, 2025

📅 Expires on: October 9, 2025

JOB DESCRIPTION

The Department of Justice and Public Safety is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public sector workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their sexual orientation, gender identities, and gender expressions. Those looking for more information are invited to visit our [Equity, Diversity, and Inclusion Policy](#).

The purpose of this position is to provide clerical and Justice of the Peace services in the Provincial Court and Youth Justice Court of Prince Edward Island. This position must have the ability to complete a summary conviction case through the entire life of the case, including duties at trial, court stenographer duties, fine collection, appeal and record suspension duties. The incumbent is required to act as Justice of the Peace after hours.

Duties will include but are not limited to:

- Acting as a bilingual Justice of the Peace for the purposes of taking pleas on summary conviction matters and such other Justice of the Peace duties as directed by the Chief Judge of the Provincial Court;
- Acting as bilingual court stenographer for trials and other court hearings;
- Acting as Deputy Registrar in the Supreme Court if required;
- Communication with accused persons regarding offences before the court in both official language;
- Preparing and issuing court documents and correspondence in both official languages;
- Handling exhibits and ensuring continuity of same;
- Balancing cash and preparing bank deposits;
- Dealing with the public, legal profession and other court agencies in both official languages;
- Providing general clerical duties as required;
- Providing assistance to the public in relation to record suspensions;
- Acting as Commissioner for Taking Oaths and Affidavits; and
- Other duties as required.

Minimum Qualifications:

- Job type
4 months Temporary / Full-time
- Work shifts:
Day
- Work schedule:
37.5 hrs/week
- Work location
On site
- Salary:
\$56,238.00 - \$67,022.00 CAD
Yearly
- Unionized:
Yes

Additional information

- Job Opening ID:
• 170525
- Department:
• Justice and Public Safety
- Division:
• Family Law and Court Services
- Location:
• Charlottetown
- Pay Level:
• 13
- Hourly Salary Range:
• \$28.84 - \$34.37
- Employment Type:
• Temporary
- Employment Percentage:
• 100% until December 2025

- A post-secondary diploma in Business Administration or Legal Administration with extensive experience in a court system
- Must be able to interpret and apply Acts, Provincial Statutes and Regulations (Provincial Court Act, Summary Proceedings Act, Contraventions Act, Criminal Code of Canada, Controlled Drugs and Substances Act, Federal Cannabis Act in an independent fashion;
- **Demonstrated equivalencies will be considered.**
- Thorough knowledge of court procedures and general knowledge of the legal community;
- Ability to make complex decisions, multitask and perform a variety of complex tasks in a court setting.
- Technical skills for computer projects and reports are essential;
- The ability to communicate effectively with the judiciary, members of the Law Society and work well with all government agencies;
- Excellent interpersonal, written and oral communication skills are required; and
- Designated positions must be able to provide service, both written and orally, in French and English;
- Must provide proof of a successful Criminal Record Check prior to employment and will be required to obtain and maintain an enhanced Security Clearance (renewable.)

Please Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

Where possible, submitting an electronic resume or job application is preferred. Otherwise, please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE.

Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at www.jobspei.ca. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.

Voted as one of Forbes' top 30 Best Employers in Canada for 2025

The Public Service is inspired to make a positive impact and proud to shape the future of our Island Community.

BENEFITS



Employee assistance
program

Closing Date:

- Thursday , October 9, 2025 4:00 p.m.

Open To:

- Public , preference will be given to UPSE Civil Employees as per the UPSE Civil Collective Agreement .

Union:

- UPSE Civil

Required documents

- ✓ Resume

Optional documents

- ✓ Cover Letter

Work Permit - If you are not a Canadian citizen or permanent resident , please upload a copy of your valid work permit confirming your authorization to work in Canada .

- ✓ Other

Certifications - If you hold any of the required or preferred certifications mentioned in the job posting , please upload them here

- ✓ International Education - If you earned your credentials outside of Canada , please upload any International Education Credential Recognition documents you have