



Employment Opportunity

The Legislative Assembly of Prince Edward Island is currently seeking applications from those interested in the following position: Deputy Clerk. Reporting to the Clerk of the Legislative Assembly, the Deputy Clerk is a senior level, non-partisan position managing core functions of the Legislative Assembly and is the second in command to the Clerk. A strong communicator with excellent inter-personal skills, superior organizational skills and the ability to build strong professional relationships, the incumbent will supervise several areas of Legislative Services including, Hansard, Broadcasting, and House Administration.

The position serves as Clerk-at-the-Table and Clerk of Committees and is responsible for the preparation of official records of the House during meetings of the Assembly, Committees of the Whole and Standing Committees. The position also assists in the planning and organizing of procedural research and analysis resulting in the drafting of papers and rulings. The position is a skilled professional role with both depth and breadth of experience, knowledge and training regarding parliamentary procedure and operations in a parliamentary setting.

The incumbent must be capable of assuming added managerial and planning responsibilities in the absence of the Clerk. The Deputy Clerk and is regularly involved with special projects and the strategic implementation of new administrative programs and operational policies as required.

The successful candidate will have at least 6 years of experience as a committee clerk with legislative committees, 5 years of experience as a Table Officer and 8 years working in a parliamentary setting. Experience in managing teams is required. Experience with financial, human resource and information technology matters is required. Bilingualism in French and English is required.

This full-time permanent position requires evening and weekend work as necessary. Full benefits are attached to the position.

Compensation: Commensurate with experience

The successful candidate will be required to start immediately.

Please send covering letter and resume to:

Joseph Jeffrey, Clerk of the Legislative Assembly via email: Careers@assembly.pe.ca

Competition closes on January 22, 2021 at 4pm.

For more information please refer to the Assembly website at <https://www.assembly.pe.ca/>

We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.