



**Assistant – Public Proceeding (Halifax - 1 full-time permanent position)
Competition # Tribunal 03-25**

PLEASE NOTE THIS IS NOT A CIVIL SERVICE OPPORTUNITY

This opportunity supports the work of the Nova Scotia Energy Board and the Nova Scotia Regulatory and Appeals Board. The boards are operating divisions of the Nova Scotia Energy and Regulatory Boards Tribunal. More information on the Tribunal and boards can be found nserbt.ca.

We are looking for a highly skilled Public Proceedings Assistant. As an important part of our professional team.

This position reports to the Chief Clerk. Primary duties and responsibilities of this position include, but are not limited to:

Hearings and Meetings Support: Be the principal support person or part of a support team that provides all setup, administrative, and logistical support to hearings, meetings and other proceedings, that includes:

- Locates, sets up and supports various types of venues, teleconferences, and virtual meetings (e.g., GoToWebinar)
- Sets up, operates and maintains all equipment (e.g., computers, AV) including being an operator for electronic document display during designated hearings
- Prepares and maintains proceedings documentation (e.g., exhibit, witness, and undertakings lists)
- Organizes and safeguards all case documentation in use (e.g., exhibits) regardless of medium or form
- Assists parties and the public with logistics of the hearing
- Provides assistance and direction to outside recording services and/or casual staff engaged for an event
- Carries out instructions from Clerks and Members; assists them as requested including, but not limited to, acting as “runner” in support of events

General Support: When not assigned to public hearings this position provides a variety of important assistance to the Clerk Group and wider office including:

- Files and retrieves electronic files and documents in case filings and ensures compliance with policies and directions given
- Posts exhibits, sound files and transcribed documents in various formats to case management system
- Receives, routes and safeguards documents or artifacts during events. Assembles and maintains hearing binders; makes copies and/or scans documents

- Assists the Clerks in preparing routine Orders, Hearing Notices, correspondence, and other documents
- Provides reception relief on a rotational basis
- Maintains a database for the provision of transcription services from outside agencies
- Purchases office supplies and manages stock levels for the Board

Working Conditions

This position may require:

- Long and extended hours in hearings or working in support of hearings, both locally and at various locations throughout the province, sometimes for multiple days
- Long periods of time at a computer
- Travel throughout the province including driving of rental vehicles
- Lifting and movement of equipment and files
- Occasional work in low and dirty or dusty conditions (e.g., under tables or stages; storage rooms, halls or basements).

Qualifications required:

- Diploma in Business Administration or equivalent with a minimum of 1 year post qualification experience – preferably in a professional legal environment
- Must be able to adjust working hours to those set for public hearings including out of town travel for multi-day periods, sometimes on short notice
- Must have a “can do”, results focussed attitude, and be a proactive problem-solver
- Must be able to work cooperatively as part of a larger team
- Fast and accurate word processing skills with emphasis on proofreading and editing abilities
- Sound judgement with a strong work ethic
- Strong communication and interpersonal skills
- Able to balance multiple priorities with demonstrated time management and organization skills.
- Proficiency with Microsoft Suite (Word, Excel, Outlook) and Adobe PDF.
- Valid Province of Nova Scotia driver’s license.

Qualifications that would be an asset:

- Experience with a database program such as Filemaker would be an asset.
- Experience with OpenText DM (PC Docs) would be an asset.
- Paralegal Service

An acceptable combination of education and experience may be considered. Please clearly indicate in your resume or covering letter how you meet the qualifications and requirements for this position.

Salary Range: \$1,720.85 - \$2,151.07 bi-weekly (depending on qualifications and experience).

In addition, the Tribunal offers a comprehensive benefits package.

An offer of employment is conditional upon the satisfactory results of reference checks, criminal background checks, and verification of your credentials.

Closing date for applications is 4:30 pm, June 25, 2025.

Equity Statement:

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. All applicants who are members of an employment equity group are encouraged to self-identify. We welcome applications from Indigenous People, African Nova Scotians and Other Racially Visible Persons, Persons with Disabilities and Women in occupations or positions where they are under-represented. If you are a member of one of these equity groups, you are encouraged to self-identify on your electronic application.

As a designated public institution under the French-language Services Regulations, the Tribunal encourages members of the Acadian and Francophone communities to consider applying for these positions.

Notre but est d'être une main-d'œuvre diversifiée et représentative, à tous les niveaux d'emploi, des citoyens que nous servons. Tous les candidats qui sont membres d'un groupe visé par l'équité en matière d'emploi sont encouragés à s'auto-identifier. En tant qu'institution publique désignée en vertu du Règlement sur les services en français, le Tribunal encourage les membres des communautés acadiennes et francophones à envisager de postuler pour ces postes.

Accommodation Statement:

We are committed to providing an inclusive and accessible recruitment process. Candidates may request accommodations based on any grounds protected by the *Human Rights Act*. If you require an accommodation throughout the recruitment process, please contact (email) Darlene.Durant@novascotia.ca.

Applicants can be submitted by any of:

1. Online through the Province of Nova Scotia employment opportunities site: [Province of Nova Scotia All Opportunities](#)
2. Replying by email submission are asked to merge their cover letter and resume into one file. Send merged document to Darlene.Durant@novascotia.ca. Please ensure the email subject line reads as: **Public Proceedings Assistant Tribunal 03-25**.
3. For those applying by regular mail or delivery please quote the competition number and job title in the cover letter and clearly mark the envelope PRIVATE & CONFIDENTIAL. Applications being submitted by regular mail should be sent to:

Human Resources Officer
Nova Scotia Energy and Regulatory Boards Tribunal
1601 Lower Water
Street
P.O. Box 1692, Unit "M"
Halifax, NS B3J 3S3

We thank all applicants for their interest however, only those selected for an interview will be contacted.