

What Legal Assistants and Paralegals have said about working with the BC Prosecution Service:

"As a Legal Assistant you are constantly learning something new – policy and procedures. The work is challenging but rewarding: you feel you are part of a team."

Pamela Lemon
Legal Assistant
BC Prosecution Service

"Acting in a paralegal growth position offers a challenging and diverse work environment and you are always learning something new. Great benefits, strong core values and flexible work options are just a few of the features that has made working for the BC Prosecution Service a great choice for me."

Kristy Jones
Paralegal
BC Prosecution Service

Opportunities for Legal Assistants with the BC Prosecution Service

How can you apply?

The BC Public Service is the largest corporate employer in British Columbia, with over 26, 000 employees staffed throughout the province.

Hiring decisions in the BC Public Service must be based on merit. Our application and hiring processes are non-partisan, fair, consistent, and transparent.

For more information on the hiring process, please visit:

www.gov.bc.ca/gov/content/careers-myhr/job-seekers/application-process

To view current opportunities, please visit:

<https://bcpublicservice.hua.hrsmart.com/hr/ats/JobSearch/viewAll>



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Prosecution Service

Independent, Effective & Fair

Legal Assistants in the BC Prosecution Service



Ministry of Attorney General

Who We Are

The BC Prosecution Service is responsible for the prosecution of most charges laid under the *Criminal Code* of Canada and provincial legislation within BC. The work of over 800 employees takes place at all levels of court and includes both trial and appellate functions.

Vision

An independent prosecution service that people respect and trust

Mission

We make timely, principled, and impartial charge assessment decisions that promote public safety, justice, and respect for the rule of law.

We conduct independent, effective, and fair prosecutions and appeals.

We strive to do the right thing for the right reasons and to be transparent about how we do it.

Values

Justice
Independence
Fairness
Integrity
Professionalism

These values guide us in everything we do.

Delivering on our mandate in accordance with our Vision, Mission, and Values makes the role of Legal Assistant both challenging and rewarding.



Prosecution
Service

Legal Assistants

Legal Assistants in the BC Prosecution Service work exclusively in the field of criminal law. We have offices located in communities throughout the province, such as Victoria, Nanaimo, Vancouver, New Westminster, Surrey, Prince Rupert, Smithers, Kelowna, Kamloops, and Penticton.

Working within the BC Prosecution Service provides a unique opportunity to enjoy a wide range of work experiences, to grow successful, long-lasting professional relationships and to make a difference in our communities.

Legal Assistants work closely with Crown Counsel in all aspects of trial and appellate work, performing many functions, including:

- Preparing legal documents
- Referencing the *Criminal Code* of Canada to ensure the charge approval is accurate
- Witness management, including locating and notifying witnesses, and scheduling appointments and travel
- Reviewing and vetting legal documents and evidence in preparation for disclosure to the accused or their counsel
- Responding to inquiries from members of the public and BC Prosecution Service partners
- Providing victims with information and available resources for assistance/support pursuant to the *Victims of Crime Act*

We provide Legal Assistants with legal education seminars and professional development opportunities throughout the year.

Advantages of Working with the BC Prosecution Service

Legal Assistants with the BC Prosecution Service are integral members of the teams of professionals located throughout the province, that are making a positive difference in the lives of British Columbians. We offer exceptional opportunities to develop innovative solutions, provide meaningful assistance and justice to our fellow citizens.

As full-time employees, Legal Assistants enjoy the full benefits of being BC Public Service employees, including a comprehensive benefits package featuring:

- Competitive entry level pay scales
- Broad-spectrum medical and dental benefits
- Paid vacation
- Access to a wide variety of work experiences and internal employment opportunities
- The Pacific Leaders Program, which includes BC Student Loan forgiveness, scholarships, and graduate student fellowships
- A defined benefit pension plan

The BC Prosecution Service of the Ministry of Attorney General is a workplace that encourages and supports both professional and personal development.

Our environment is constantly evolving and provides a variety of work experiences. We value respect, integrity and innovation. We aim to foster an inspiring work environment that emphasizes meaningful work, development of all staff and attracting new talent.