GOVERNMENT OF NUNAVUT
EMPLOYMENT OPPORTUNITY

Title: Legal Registries Officer

Department: Justice
Community: Iqaluit
Reference Number: 05-506978
Type of Employment: Indeterminate

Salary range: $70,083.00 - $79,521.00 per year, 37.5 hours/week
Northern Allowance: $15,016.00 per year
Union Status: Nunavut Employees Union
Housing: Subsidized Staff Housing is not Available
Closing date: December 10, 2021 @ 11:59 p.m. eastern time

This employment opportunity is restricted to residents of Iqaluit only.

Reporting to and under the direction of Deputy Registrar and under the mentorship of the Senior Legal Registries Specialist, the Legal Registries Officer (Officer) performs a wide range of functions and efficiently administer the six branches within the Legal Registries Division - Land Titles, Personal Property Security, Societies, Business Corporations, Co-operatives and Securities. Besides the position works with external clients and communicates with a host of professionals composed of lawyers, bankers, financial professionals, investors, other Securities Commissions, other Government organizations, businesses, and the general public.

The Officer applies directly applicable legislation such as the *Business Corporations Act, Societies Act, Partnership Act, Securities Act*, *the Personal Property Security Act, Land Titles Act and Co-operative Associations Act* to the variety of submissions in the various registries. Enforcement and application of these laws are an integral part of efficiently administering all branches within the Legal Registries Division. The Officer is responsible for working within various databases and provide business professionals with requested information.

The knowledge, skills, and abilities required for this job are usually obtained through a recognized college diploma in Commerce, Business, Accounting, or a related field, plus minimum of two (2) years of progressive experience in a corporate, land or securities regulatory environment.

The Official Languages of Nunavut are Inuktut, English and French. Applicants may submit their resume in any of the official languages of Nunavut. Fluency in more than one of Nunavut's official languages would be considered an asset. Knowledge of Inuit communities, culture, land, Inuit Qaujimajatuqangit, Inuktut and experience working in a northern cross-cultural environment are also considered assets.

Acceptable combinations of education and experience may be considered for this position. We encourage you to apply if you have equivalent years of education and/or experience equal to the education and experience requirements listed above.

An eligibility list may be created to fill future vacancies

If you are interested in applying for this job, please email your cover letter and resume to gnhr@gov.nu.ca. Please include the REFERENCE # in the subject line of your email.

- The Government of Nunavut is committed to creating a representative workforce, therefore priority will be given to Nunavut Inuit who self-identify as being enrolled under the Nunavut Agreement in accordance with the Priority Hiring Policy.
- Government of Nunavut employees serving a probationary period must obtain and provide written authorization from the deputy head of their employing department. The authorization from the deputy head must accompany your application for your application to be considered.
- Possession of a criminal record may not disqualify candidates from being considered. An assessment of the criminal record will be measured against the scope and duties of the position. This is only a requirement for positions that require a satisfactory criminal record or vulnerable sector check.
- Applicants may submit their resume in any of the Official Languages of Nunavut.
- Only those candidates selected for an interview will be contacted.
- The onus is on candidates in receipt of foreign post-secondary education credentials to have their foreign credentials assessed through a recognized Canadian education institution. Failure to do so may result in the rejection of their application.

CONTACT: Department of Human Resources
Government of Nunavut
PO Box 1000, Station 430, Iqaluit, Nunavut X0A 0H0
https://gov.nu.ca/human-resources

Phone: (867) 975-6222
Toll Free: 1-866-668-9993
Fax: (867) 975-6220
Email: gnhr@gov.nu.ca