



Alberta Securities Commission

Do you possess outstanding organizational, interpersonal and communication skills? Are you driven to find solutions and achieve results? If you answered yes to these questions, you have the opportunity to make a difference in the Alberta capital market.

The Alberta Securities Commission (ASC) is looking for an individual to join our Market Regulation team as a:

PARALEGAL, MARKET REGULATION
(Competition #2012.03-EX)

Reporting to the Manager, Legal the PARALEGAL will implement, administer and manage processes and procedures to enhance and maintain the effective flow of Applications submitted to the ASC for relief from Alberta's securities laws. In addition, the PARALEGAL will manage files and records, update and maintain information on the external website, conduct project or issue-focused research and provide support to members of the Market Regulation team as required.

Specific key responsibilities regarding Applications include:

- Recording and confirming with applicants that their Application(s) have been received. Ensure appropriate and consistent external communication with applicants is maintained throughout the process;
- Conducting an initial review to assess the nature, significance, complexity and uniqueness of the Application(s). Based on the initial review, direct and follow up accordingly;
- Ensuring unique situations and problems are identified and addressed involving subject matter experts and/or managers as appropriate;
- Conducting searches and reviewing results;
- Ensuring issues are properly considered and resolved, preparing recommendations and the final decision document for approval.

Other key responsibilities include:

- Performing research in support of policy development and internal training, and directing information to the appropriate staff members;
- Coordinating regular project and operational reporting to the managers and Director;
- Assisting with scheduling, tracking and workflow processing for the Manager and Legal team;
- Providing general support for the legal team;
- Enhancing and maintaining a productivity reporting/updating process for Market Regulation.

To be considered for the PARALEGAL opportunity, qualifications and experience requirements include:

- A Paralegal certificate, degree or diploma from a recognized educational institution;
- A minimum of 5 years experience within a paralegal role, preferably in a securities or corporate law context;
- Experience in establishing, documenting and implementing processes to enhance work flow;
- Experience conducting and summarizing the results of research in legal, policy and/or regulatory matters.

In addition to the above qualifications, the successful candidate will be able to demonstrate:

- Outstanding organizational skills;
- Strong interpersonal and communication skills;
- Persistence and the ability to prioritize and work under a tight schedule;
- An ability to work independently and as part of a team;
- A high degree of initiative to complete required mandates of the legal team;
- Proven ability to be flexible, adaptable and self motivated.

The Alberta Securities Commission offers an attractive compensation package that is competitive with the corporate sector. If you are interested in this opportunity we encourage you to send a detailed resume and covering letter, along with your salary expectations in confidence by May 16, 2012 to:

Attention: Human Resources
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