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## **Job Posting – Administrative Assistant - Legal Services**

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**Up to 6 Month Contract, 1.0 FTE**

**Posting date October 16<sup>th</sup>, 2019**

**Closing date October 30<sup>th</sup>, 2019**

We are currently recruiting for an **Administrative Assistant - Legal Services** working out of our Pembroke location. This is a unionized position with the Legal Services team at Family and Children's Services of Renfrew County. The incumbent will play a vital role in assisting the lawyers in providing legal services to the Agency in the discharge of its legal mandate under the Child and Family Services Act and in related child welfare matters.

If you are interested in becoming an Administrative Assistant – Legal Services, please review the position responsibilities and requirements below on our web site:

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### **Additional Information:**

For a full job description, please visit our web site at [www.fcsrenfrew.on.ca/careers](http://www.fcsrenfrew.on.ca/careers)

*Family and Children's Services of Renfrew County is committed to providing a barrier free workplace. Accommodations are available upon request for candidates taking part in all aspects of the selection process.*

We thank all candidates for their interest; however, only those considered for an interview will be contacted.

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### **Contact Information:**

Please submit your resume and cover letter to [careers@fcsrenfrew.on.ca](mailto:careers@fcsrenfrew.on.ca) and reference "Administrative Assistant - Legal Services" in the subject line.

**You can also apply directly to:  
Supervisor of Human Resources  
Family and Children's Services of County of Renfrew  
77 Mary Street, Suite 100  
Pembroke, ON K8A 5V4**