



Justice

## MANITOBA PROSECUTION SERVICE

### Administrative Profile

Manitoba Prosecution Service (MPS) is the largest criminal 'law firm' in the province. With an office located in each of the six judicial centers in the province (Brandon, Dauphin, Portage La Prairie, The Pas, Thompson and Winnipeg) MPS is comprised of 216 lawyers and 134 legal and administrative professionals. Together, we are dedicated to serving the people of Manitoba with high quality and effective and efficient prosecutorial service. Our staff have a range of backgrounds and experience and this diversity of views and opinions enriches our organizational culture and strengthens our decision-making. We strive to be an inclusive workplace and understand the need to create an equitable office culture through demonstrable action led by senior management.

#### WHAT DO WE DO?

MPS is part of the Department of Justice Crown Law Division, and we are responsible for prosecuting all regulatory and criminal offences arising in Manitoba. This includes prosecutions under provincial statutes such as *The Highway Traffic Act*, *The Liquor, Gaming and Cannabis Control Act* and *The Workplace Safety and Health Act*, as well as prosecutions under the *Criminal Code of Canada* and *The Youth Criminal Justice Act*. Criminal charges prosecuted range from theft under \$5,000 to first-degree murder, and our cases entail a vast array of challenging work involving, for example, domestic violence, child abuse, gangs, high-risk offenders and commercial crimes. Crown attorneys also act as counsel to inquests called under *The Fatality Inquiries Act*.

Crown attorneys advocate for the Crown in the Provincial Court of Manitoba, the Court of Queen's Bench (before a Judge alone, or a Judge and jury), in the Manitoba Court of Appeal and the Supreme Court of Canada. We also appear before the Criminal Code Review Board on behalf of the Attorney General to make submissions concerning the liberties of those found not criminally responsible because of mental disorder. In all cases, Crown attorneys work to ensure that the justice system is operating fairly. This involves balancing the interests of the accused, victims of crime, and the public to ensure respect for the rule of law. An accused individual has a right to have their matter heard in either English or French and at MPS our work is done in both official languages.

The work that Crown attorneys and administrative staff perform and the manner in which they perform it make them essential to the welfare and safety of all Manitobans and to the administration of justice.

## **Opportunities:**

### **Casual and STEP Student Positions:**

There are casual administrative opportunities available in Winnipeg and some regional offices, as well as opportunities for students with interest or education in criminal justice, conflict resolution or law. STEP roles are an excellent opportunity for students in these fields to gain experience in their area of interest and develop connections with potential mentors. There is also potential for multi-year part time work leading to articling positions or full time employment after graduation.

Requirements:

All positions require the candidate to complete an enhanced security check, including Criminal Record with Vulnerable Sector Check; Child Abuse Registry Check and Adult Abuse Registry Check.

STEP Students are required to be enrolled with STEP Services: [Public Service Commission | Province of Manitoba | STEP Services \(gov.mb.ca\)](#) at <https://www.gov.mb.ca/csc/step/>

For more information regarding casual or student positions, please contact [mpseducation@gov.mb.ca](mailto:mpseducation@gov.mb.ca)

### **Other Legal Administrative Roles:**

As they arise, postings for vacancies for the following positions will be posted on the Government of Manitoba jobs site: [Manitoba Government Job Opportunities | Your search is over](#) at <https://www.gov.mb.ca/govjobs/>

### **Disclosure Clerks:**

The Disclosure Clerk is responsible for the preparation of electronic and physical prosecution files, accurate entry of charges, involvements and all investigative material into Prosecutions Information and Scheduling Management System (PRISM), as well as the redaction and preparation of particulars for legal disclosure.

### **Prosecution File Managers:**

The Prosecution File Manager is responsible for propelling prosecutions forward by independently setting matters for disposition or trial, ensuring all aspects of files are complete and relevant information is located, analyzed and brought to the attention of the Crown Attorneys in the timeliest way possible. They provide legal administrative support to Crown Attorneys including researching and compiling file information, preparation and completion of complex legal documents and correspondence and creation/maintenance of electronic and physical legal files. File Managers are also responsible for preparing and clearing court dockets, stakeholder contacts, scheduling, reception and other office related duties, and providing assistance to the general public, members of the legal profession and members of various policing agencies.

### **Intake Paralegals:**

MPS Intake Paralegals appear on behalf of the Crown in bail triage and administrative dockets in the Provincial Court. They ensure that custody files are prepared for bail, facilitate court procedures associated with the custody and bail provisions of the *Criminal Code*, and ensure any relevant information is brought to the attention of the Crown Attorney. Paralegals consider and approve referral of charges to diversion programs.

### **Case Management Paralegals:**

Under the direction of a Crown Attorney, the Case Management Paralegal assumes responsibility for managing assigned files or projects and organizes large complex prosecution files. This includes: obtaining, organizing and reviewing transcripts; assembling and reviewing documentation and evidence from police and related agencies and providing a synopsis and basic analysis to the Crown Attorney; ensuring appropriate disclosure; research, and witness preparation and management.

### **Management:**

The administrative management team is responsible for ensuring effective legal support services are delivered to Manitobans engaged in the criminal justice system. These roles require significant experience specializing in the area of prosecution administration, human resource management skills, among many others.

There is significant opportunity for professional growth within Manitoba Justice!

## **WHAT CAN YOU EXPECT?**

Training in an administrative role at MPS involves a hybrid of remote training via TEAMS with a Training and Development Specialist and in-person guidance with a mentor to gain the skills necessary to successfully complete your assigned tasks. After orientation and on boarding, you would practice tasks independently with support from your trainer and mentor who will provide you with consistent feedback on your completed work.

Advantages of a casual, student or administrative position at MPS include:

- fast paced, challenging and interesting work;

- the opportunity to interact with a variety of people, including legal staff, police, defence counsel, victims, witnesses and court staff;
- development of a broad skillset for a future in the public sector or any field, including time management, organizational, interpersonal and technical skills, as well as gaining experience in trauma informed practices;
- the opportunity to build relevant experience applicable to other fields of justice, such as courts, corrections, policy or program analysis

The unique perspective and experience that work at a prosecution service provides is a benefit to those with interest in future studies in criminal justice or law. Staff who have gained experience at MPS have applied the acquired skills as police officers, Judicial Justices of the Peace, policy analysts, Victim Services Workers, Managers, and Crown Attorneys.

### **EDUCATION & DEVELOPMENT:**

MPS provides numerous educational opportunities throughout the year on a variety of topics related to the specialized area of prosecution. Additional informal learning may include opportunities to attend and observe court sittings to gain an appreciation of the administration of justice and develop contacts in the field.

The Manitoba government offers a comprehensive learning policy, including learning plans, learning and development programs and funds to support employee development. Visit [Manitoba Government Job Opportunities | Working for the Manitoba Government | Employment Development](#) at <https://www.gov.mb.ca/govjobs/government/development.html> for more information.

### **BENEFITS & RESOURCES:**

Manitoba offers benefits to term and full time employees, including vacation and sick leave, health benefits, access to a deferred salary leave plan, long term disability, maternity and parental leave, as well as pension and life insurance. Please see [Province of Manitoba | Public Service Commission | Workforce Relations \(gov.mb.ca\)](#) at <https://www.gov.mb.ca/csc/labour/benefits/benefits.html> for further information.

MPS administrative staff are represented by the Manitoba Government and General Employees Union. More information can be found at: [Welcome to the Manitoba Government and General Employees Union | MGEU https://www.mgeu.ca/](#) and [Province of Manitoba | Public Service Commission \(gov.mb.ca\) https://www.gov.mb.ca/csc/labour/coll\\_agree.html](#)

[Manitoba Government Job Opportunities | Information for Job Seekers https://www.gov.mb.ca/govjobs/info/index.html](#)