



Gallery Attendant

CL2 Clerk 2

Sessional - 1 Position

Casual - Multiple Positions

Manitoba Legislative Assembly

Chamber Branch

Winnipeg MB

Advertisement Number: 011623

Salary(s): CL2 \$18.95 per hour

Closing Date: October 11, 2023

The incumbent of this position is an employee of the Legislative Assembly.

Duties:

The incumbent is responsible for controlling access to and ensuring the security of the Public Gallery during the Legislative session. The incumbent will occasionally provide a similar service for committee meetings. The Gallery Attendant is responsible for responding to inquiries from visitors and the public.

Conditions of Employment:

- Must be legally entitled to work in Canada
- The incumbent must be, and remain, politically non-partisan in both perception and fact.
- Satisfactory Criminal Record Check, Child Abuse Registry Check and Adult Abuse Registry Check.

Qualifications:

Essential Criteria:

- Experience working with the public
- Security experience
- Ability to work independently
- Ability to work flexible hours with occasional overtime
- Excellent attention to detail, including the ability to identify and recognize MLAs and staff
- Strong interpersonal and verbal communication skills

Desired Criteria:

- Knowledge of political issues and parliamentary procedure

Work Days:

The majority of working days occur when the House is in session, however staff may be called intersessionally for committee meetings. Hours of work during session are:

- Monday and Wednesday afternoons;
- Tuesday and Thursday mornings and afternoons; and
- Occasional Friday mornings.

Some overtime and evening work may be required.

Apply to:

Advertisement No. 011623
Manitoba Legislative Assembly
Human Resource Services
302-386 Broadway
Winnipeg MB, R3C 3R6
Phone: 204-945-7279
Fax: 204-948-3115
Email: hr@legassembly.mb.ca

Employment Equity is a factor in selection for this competition. Consideration will be given to women, Indigenous people, visible minorities, and persons with disabilities.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. When applying to this position, please indicate the advertisement number and position title in the subject line and/or body of your email. Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.

We thank all who apply and advise that only those selected for further consideration will be contacted.