

Office of the Public Trustee

Trust Officer (Halifax)



Please Quote Competition #: 018220

This is a full time bargaining unit opportunity. This job posting is initially restricted to NSGEU bargaining unit employees.

Applicants applying for this opportunity must clearly indicate in their covering letter or resume that he/she is currently a NS Government Civil Service employee and a member of the NSGEU. Failure to do so means that your application will not be given first consideration and will only be included if external applications are pursued. Your Employee Self-Serve access will allow you to confirm what your employment status is prior to applying for this restricted position.

External applicants and current casual NS Government employees will only be considered if there are no qualified NS Government Civil Service NSGEU bargaining unit candidates.

The Trust Officer is responsible for the management and administration of assigned estates of deceased persons, incompetent persons, and trusts for adults, minors and custodianships. She/he is responsible to pro-actively administer the assigned accounts in an efficient, accurate and timely fashion to ensure seamless delivery of quality client service; and, to administer all accounts in accordance with the terms of governing documents and relevant legislation. Accountable to identify and implement a proactive approach to account administration according to client needs; to seek out, develop and implement innovative solutions for client service and financial performance, consistent with trust law and the procedures established by the Public Trustee Office.

Bachelor's degree with five years progressively responsible administrative involvement with estate, trust and guardianship accounts, (acceptable equivalent combination of professional preparation and experience may be considered.) Preference will be given to candidates who possess the designation Member, Trust Institute or Specialist, Trust Institute being designations issued by the Trust Institute, an affiliate of The Institute of Canadian Bankers and who have passed the Canadian Securities course. Working knowledge of accounting, budgeting, investments, income tax and personal trust administration is required. Must be knowledgeable of available community services, programs, acts and legislation and trust law, regarding, but not limited to the elderly, incompetent and deceased's estates and infants' trusts. Able to work under pressure while meeting deadlines associated with taxation, estate administration and audit requirements. Excellent organizational skills; able to prioritize and handle multiple tasks; must possess effective verbal, written and electronic communication skills; and able to work effectively with others and be perceived by others as a team player. Able to work with minimal supervision and recognized as a self-starter; exhibit sound judgement and decision-making abilities; be conscientious; and, relate well to both clients and staff. Previous demonstration of an appreciation for, and ability to deal with sensitive, complex personal and family dynamics, the grieving process, and conflict is considered an asset.

Pay level: \$51,606 - \$62,732

Closing date: July 2, 2008

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. The Government of Nova Scotia has an Employment Equity Policy and we welcome applications from Aboriginal People, African Nova Scotians and Other Racially Visible People, Persons with Disabilities and Women in occupations or positions where they are under-represented. If you are a member of one of the equity groups you are encouraged to self-identify, on either your application form, your covering letter or your resume.

More information on the above position is available on the Internet at www.gov.ns.ca/psc or from the Employment Opportunities Bulletin at Access Nova Scotia Centres or Human Resource Centres of Canada.

To apply, applicants must submit a resume and cover letter or completed application form, quoting the competition number. Applications can be submitted in one of four ways:

- 1) *In person* - At Access Nova Scotia Centres or Department of Justice, 5151 Terminal Road, 4th Floor, Halifax
- 2) *Mail* - Department of Justice, Corporate Services Unit, Human Resources Division, P.O. Box 7, Halifax, NS B3J 2L6
- 3) *Fax* - (902) 424-2809
- 4) *E-mail* - justice-jobapps@gov.ns.ca

We thank all applicants for their interest, however, only those selected for an interview will be contacted.



The Province of
Nova Scotia is an
equal opportunity
employer.

www.gov.ns.ca