

IDENTIFICATION

Department	Position Title	
Justice	Court Worker	
Position Number(s)	Community	Division/Region(s)
82-10981	Tuktoyaktuk	Legal Services Board

PURPOSE OF THE POSITION

To participate in and ensure access to systems of justice to individuals and communities throughout the Northwest Territories in accordance with the provisions of the Legal Services Act, Regulations and Policies of the Legal Services Board.

SCOPE

The position is located in Tuktoyaktuk and reports to the Court Worker Supervisor of the Legal Services Board. The position is responsible for providing assistance and advice to people in conflict with the law or requiring assistance in matters relating to the law in Yellowknife and surrounding communities. Court workers directly impact the outcome of legal processes within the Northwest Territories. Correct information and understanding of legal issues and processes is required for the appropriate carriage of justice, and the maintenance of public confidence in the administration of Justice in the Northwest Territories.

Much of the work involves working closely with accused persons, community justice committees, lawyers, Courts (J P, Territorial and Supreme), probation officers, court staff, police, clients, the public at large and other stakeholders within the justice system. The position works within legislation, criminal and civil procedure, and policies related to the provision of legal services to individuals and communities, including the Legal Services Act, the Criminal Code (Canada), the Youth Criminal Justice Act (Canada) and Territorial Statutes (i.e.: Liquor Act, etc.)

The Court Worker program in the NWT provides over 5,000 referrals and facilitates over 1,000 legal aid applications annually.

All of the information obtained through employment as the Court Worker is private and confidential and is often subject to Solicitor and Client privilege. Court Workers are subject to a Code of Conduct.

RESPONSIBILITIES

1. Provides assistance and advice to clients in conflict with the law.

- Takes legal aid applications and assist with processing of applications for legal aid
- Appears as an advocate in Territorial Court and Justice of the Peace Court on behalf of clients to secure adjournments, speak to sentence and occasionally simple trials under the supervision of a lawyer and guidelines established by the Legal Services Board
- Identifies clients who may be appropriate for diversion and assists with that process
- Researches and identifies the resources available within the community
- Provides assistance at trials to lawyers
- Interprets for defence counsel or arranges for interpretation for defence counsel
- Conducts interviews under the supervision and direction of lawyers
- Makes client referrals to appropriate community agency including community justice committees, lawyer or court
- Assists with the preparation of Court documents for limited matters such as fine extensions, probation variations etc.
- Commissions documents as Commissioner for Oaths
- Provides support to and liaises with community justice committees

2. Participates in the provision of public legal education and information.

- Assists in the development and delivery of seminars and workshops.
- Assists in the preparation and distribution of informational material pertaining to the law (e.g., pamphlets and other publications).
- Participates in initiatives within the N.W.T. that have crime reduction or Access to Justice as their mandate.

3. Performs program administrative duties.

- Observes established protocols for the opening, management and closing of client files (diary systems, conflict checks, etc.)
- Provides statistical and other data as required by the Court Worker Supervisor.
- Participates in all administrative functions designed for the due administration of the Legal Services Act, Regulations and Policies of the Legal Services Board.

4. Participates, as required, in the development and implementation of programs related to the objects and mandate of the Legal Services Board as set out in the Legal Services Act, Regulations and Policies.

5. Participates in training and professional development.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of relevant legislation, criminal and civil procedure, and policies related to the provision of legal services to individuals and communities.
- Ability to maintain good relations with community services such as Band Councils, RCMP, Probation Services and Social Services
- Ability to work effectively in a cross-cultural environment
- Strong theoretical understanding of human behaviour and strong interpersonal skills
- Excellent written and verbal communication skills
- Proven case management ability and the ability to work independently with minimal supervision
- Strong problem solving and time management skills
- Strong organizational skills, computer skills and research skills

Typically, the above qualifications would be attained by:

This level of knowledge and experience may be acquired through the completion of a high school diploma, training and course work offered through various colleges in justice or criminology or through on the job training offered by the Legal Services Board.

The incumbent is required to have a valid Class 5 driver's license and must be prepared to occasionally travel by vehicle or by air to other communities outside Yellowknife during all seasons.

The ability to speak an aboriginal language of the region would be an asset.

WORKING CONDITIONS

*(Working Conditions identify the **unusual and unavoidable**, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)*

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

Incumbent must travel regularly throughout the communities.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check