

IDENTIFICATION

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| <i>Position Number</i> | Position Title | |
| 82-11128 | Administrative Court Officer, Territorial Court | |
| <i>Department</i> | <i>Division / Region</i> | <i>Location</i> |
| Justice | Court Services | Inuvik/Hay River |

PURPOSE OF THE POSITION

Under the Direction of the Manager, Territorial Court, provides statutory, financial and administrative services to the Court and the Registry in the Inuvik region.

SCOPE

- Processes fines and fees that total approximately \$185,000 annually and answers inquires on documents for Territorial, Youth and Justice of the Peace Courts;
- Interprets Rules of Court for Supreme and Territorial Court, and other legislation such as Creditors Relief Act, Court Services Fees Regulations. Needs to be familiar with and understand the financial and legal implications/ramifications of interpreting legislation;
- Regular contact with public, legal community, RCMP, By-law, judiciary, Department of Transportation, Social Services, Probation and Community workers to provide and receive information;
- Holds the following statutory appointment:
 - Deputy Clerk of the Territorial Court
- Maintains and provides safe keeping for Territorial Court's Trust and Imprest Accounts, which consist of approximately \$75,000 annually in funds;
- Monitors Courts' Salary and O & M budget.

RESPONSIBILITIES**1. Provides Statutory Accounting services for Territorial Court:**

- Records trust monies received, refers to and interprets Rules of Court to ensure the proper allotment of monies, calculates and assigns fees according to the different court fee schedules, balances monies and deposits monies in correct Trust or Imprest Accounts;
- Maintains general ledgers for all trust and imprest monies by use of an automated accounting program and Justice's Court Information system "FACTS";
- Assesses competing priorities or claims and disburses trust monies in accordance with statutory requirements (Rules of Court, Creditors Relief Act and the Financial Administration Act) as well as other relevant statutory documents/legislation or court orders;
- Processes payout of trust and imprest accounts. Identifies omissions or errors, researches and determines corrective measures necessary before processing documents;

- Ensures all year end procedures are carried out in an accurate and timely manner. Sets up accruals for accounts that need to be carried forward to the new fiscal year.
- Ensures that accurate records are maintained of all transactions for the Trust/Imprest and Consolidated Revenue Accounts;
- Prepares Statements of Distribution of money received and other required documents;
- Prepares all monthly bank reconciliations for Territorial Court Imprest/Trust accounts to ensure the balance of two or more related accounts or statements are in agreement.

2. Provides Financial support to Territorial Court Registry:

- Responds to a variety of financial inquiries from the public, judiciary, law enforcement agencies and other government agencies;
- Assists court staff, judiciary and Finance Officers with locating payments;
- Reviews legal documents (e.g. Garnishee Summons, Affidavit of Service, Writs, etc) when monies are received in the courts;
- Processes the issuance of payments on all Territorial Court files;
- Balances Cash received from Court Officers (once they have completed individual cash balances) on a daily basis and ensures that the money is deposited into the appropriate trust and revenue accounts;
- Prepares and processes witness expenses;
- Oversees the processing of all Government of the Northwest Territories (GNWT) payables that relate to the court sittings in the communities. Ensures that all invoices are in accordance with the Standing Offer Agreements and the Business Incentive Policy;
- Assists with budget development and monitors financial activity by reviewing monthly financial expenditure reports for the courts, notifies the Manager of unusual items and follows up as required;
- Ensures that all guidelines are followed in compliance with the Financial Administration Manual, Act and Policies;
- Accurately enters case data information and performs searches in FACTS and other court related databases;

3. Provides Administrative support to Territorial Court and Registry:

- Maintains Petty Cash, prepares cheque requisitions, prepares and processes reimbursements for Imprest and petty cash accounts and other financial documentation;
- Ensures that specimen signatures are current for all staff requiring signing authority, both for GNWT and Bank Accounts;
- Retrieves, sorts, logs and distributes Court's mail;
- Completes daily delivery to FMBS, post-office and bank;
- Orders supplies, makes deliveries and pickups as required. Maintains inventory of supplies, forms, office repairs, etc;
- Maintains log of and access to accountable forms;
- Assists Manager and Headquarters' Administration staff with the implementation and revisions of Courts' Administrative policy and procedures;
- Produces routine correspondence relating to administrative financial matters;
- Processes requests for records from Public Works & Services;
- Administers the Registries Records Management in the region by archiving and boxing Court or Administrative records;

- Oversees the tracking and verification of employees leave and attendance forms in the region, ensuring that the GNWT Human Resource Manual and Departmental leave policies are adhered to;
- Assists with drafting terms of reference for informal and formal regional contracts regarding administrative items or office moves and liaises with the Co-ordinator for Service Contracts (FMS) to ensure compliance with established guidelines;
- Maintains an efficient bring-forward system to ensure that all directions from the Manager or Court Administrator regarding financial or administrative policies are complied with in a timely fashion;
- Coordinates the verification of leave credits for regional staff, ensures leave and overtime is properly documented and has proper signing authorities prior to being forwarded to leave administrator.

4. Performs Court Related Duties for the Registry:

- Accurately enters case data information and performs searches in FACTS and other court related databases;
- Completes the processing of Default Warrants by issuing Default Warrants (DW) on FACTS, pulling Informations and matching them with appropriate DW, checking and correcting any mistakes, making three copies and distributing DW;
- Reviewing and entering Summary Offence Ticket Informations (SOTI) on FACTS;
- Assists Manager with the booking of circuit arrangements, which consist of air charters, hotels, meals, courtrooms, ground transportation, etc.;
- Processes JP dockets and enters concluded JP information on FACTS;
- Data enters adjournments, new Informations and concluded Informations from Territorial Court.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated knowledge of generally accepted accounting standards at the intermediate level in order to balance ledgers and reconcile accounts;
- Ability to problem solve and provide good judgement, particularly when balancing accounts with a variety of entries that usually require a fair amount of research in order to ensure proper coding and accurate account of Court expenses. This is also completed under the pressure of time constraints and public scrutiny;
- Ability to work in an automated office environment and accurately record information on the computer;
- Must be proficient in word processing, spread sheet applications and accounting applications (ledger programs such as Simply Accounting and budget information);
- Ability to interpret Rules of Court, statutes/legislation, and financial directives/policies/procedures to ensure appropriate completion of forms/files and action taken whereby avoiding mistakes which could result in incorrect allocation of funds or delays in payouts which have heavy human and financial implications;
- Must be self-motivated, detail oriented, organized, and able to work independently in a fast paced multi-tasked environment that requires policies, procedures and protocol to be adhered to under strict time constraints;
- Ability to communicate effectively with the public, the legal community, judiciary, court staff within and outside the NT, and enforcement and government agencies to disperse and receive information;

- Ability to deal with difficult people in a multi-faceted and stressful environment with tact and discretion, and in a clear, concise manner both in person and on the phone;
- Ability to accurately record financial and administrative information and produce thorough documentation and correspondence, whereby ensuring appropriate action is implemented and preventing heavy financial implications and human suffering;
- Knowledge of the justice system and an understanding of government services is needed to conduct the day to day duties of this position;
- Must conduct oneself at all times (including outside office hours) in a manner that will not cause the administration of justice to be or be seen to be in disrepute;
- Must at all times ensure that the independence of the judiciary is upheld;
- Ability to understand and follow the principles of court conduct and decorum;
- Knowledge of and the ability to communicate in a cross-cultural environment;
- Must not have a Criminal Record.

TYPICALLY, THE ABOVE QUALIFICATIONS WOULD BE ATTAINED BY:

Accounting Diploma with two years of experience in an accounting environment with a significant amount of time spent completing ledger work and reconciling accounts, interpreting financial and administrative procedures, legislation and acts, and researching and responding to a variety of complex financial inquiries from a variety of clients;

or

Accounting or bookkeeping courses which focus on ledger and reconciliation course work and three years of experience in an accounting environment with a significant amount of time spent completing ledger work and reconciling accounts, interpreting financial and administrative procedures, legislation and acts, and researching and responding to a variety of complex financial inquiries from a variety of clients.

Working knowledge of the Rules of Court and federal and territorial legislation that govern court actions and how these rules affect the financial aspect of court would be an asset.

*Years of experience do not necessarily directly correlate to years of learning. Experience is one way of learning. It is possible to have ten years of work experience but not have the equivalent amount of learning. It is not what one **does** that counts, it is what one **learns** from what one does that counts.*

WORKING CONDITIONS

| Physical Demands | Frequency | Duration | Intensity |
|--|------------------|-----------------|------------------|
| Lifting and carrying court files to and from registry. | Daily | Brief | Medium |

| Environmental Conditions | Frequency | Duration | Intensity |
|---|------------------|-----------------|------------------|
| As typically associated with an office environment. | N/A | N/A | N/A |

| Sensory Demands | Frequency | Duration | Intensity |
|------------------------|------------------|-----------------|------------------|
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| Extended use of a computer to ensure that information is accurately entered so accounts balance. | Daily | Up to 6 hours a day. | Moderate |
|--|-------|----------------------|----------|

| Mental Demands | Frequency | Duration | Intensity |
|---|------------------|-----------------|------------------|
| Accurately calculating funds, balancing accounts, handling money (some time large amounts) all day can be tedious. | Daily | 6 hours a day | Moderate |
| May have to work extended hours as dictated by the court schedule with little or no advance notice. (Reconciliations and rectifying cashflow errors.) | Monthly | Up to 7 hours | Low to moderate |
| Stress of knowledge that decisions will be made based on accuracy of calculations, research or analysis. | Daily | Varies | Low to moderate |