

IDENTIFICATION

<i>Position Number</i>	<i>Position Title</i>	
82-14717	Court Officer Intern – Territorial Court	
<i>Department</i>	<i>Division / Region</i>	<i>Location</i>
Justice	Court Services	Yellowknife

PURPOSE OF THE POSITION

Under the direction of the Manager, Territorial Court, to apply one's education and abilities to work in a progressively more responsible manner providing registry services and courtroom support for criminal and civil matters to the Territorial Court of the Northwest Territories and Youth Justice Court.

SCOPE

The position is located in Yellowknife and reports to the Manager Territorial Court. The scope of duties and ability to work independently will increase throughout the duration of the internship. Initially, the incumbent will receive nearly constant on the job training and will move towards independent work as familiarity and proficiency are demonstrated.

- Examines and returns or accepts documents for filing and/or issuing on behalf of the Territorial Court and Youth Justice Court in order to determine compliance with legislative requirements (e.g. Rules of Court, numerous (approximately 25) territorial and federal Acts, Court policies, directives and procedures) so that the documents can form part of the official file within strict time constraints;
- Must be familiar with and understand the legal implications/ramifications of issuing and/or filing the documents in compliance with legislative requirements and in a timely fashion in order to avoid potential lawsuits against the Courts, Court personnel or the GNWT, and the inherent financial and possible human implications;
- Interprets Rules of Court and legislation for members of the legal community, general public and other clients;
- Performs statutory functions with varying levels of direct supervision;
- 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;
- Regular contact with public, legal community, judiciary and other clients to provide and receive information;
- Holds a statutory appointment of Deputy Clerk of the Territorial Court;
- May hold a statutory appointment as Justice of the Peace;
- Approximately 7500 cases commenced annually;
- Courts travel to virtually all communities in the Northwest Territories;
- Each court sitting may include 1 – 100 matters (separate files) in 4 consecutive

- communities; and
- Maintains continuity of exhibits.

RESPONSIBILITIES

1. Exercises statutory authority in accepting and processing court documents.

- Reviews legal documents (i.e. Informations, Indictments, Summonses, Statements of Claim, motions, etc) for compliance with Rules of Court, legislation, Clerk's or Judge's directives; identifies omissions or errors and determines corrective measures necessary before accepting documents for issuing and/or filing;
- Responds to a variety of inquiries from the legal profession, members of the public and other clients in a professional and clear manner;
- Calculates and assigns fees according to the appropriate fee schedules for Territorial Court;
- Accepts and accurately processes fees and trust monies in compliance with Court policies and generally accepted accounting principles;
- Communicates directions from the judiciary and ensures compliance of those directions to the legal profession, members of the public and other clients.
- Exercises independent statutory authority as a Justice of the Peace.

2. Ensures the efficient operations of the Courts in the courtroom and in chambers.

- Pursuant to the Rules of Court, ensures the operation of the court or chambers sitting by:
 - opening and closing court;
 - reading charges to accused persons;
 - accurately recording the proceedings on the court file for official court record;
 - administering oaths to witnesses;
 - receiving and marking exhibits and ensuring continuity is preserved;
 - ensuring that the proceedings of the Court are efficient, orderly and dignified at all times.
- Assists the court with scheduling dates for trials, other hearings or adjournments;
- Operates digital recording devices and other equipment (eg. TV, VCR, witness screens, videoconferencing);
- Accurately enters case data information and performs searches in FACTS and other court related databases.

3. Performs work required to prepare for and follow-up on specific court sittings.

- Reviews files before court to determine completeness. Identifies omissions or errors, informs presiding judge and informs counsel and/or lay litigants of problem areas and possible termination or delay of case;
 - Prepares and reviews dockets to ensure accuracy and completeness;
 - Maintains an efficient bring-forward system to ensure that all directions from the Judiciary regarding the filing of documents or other materials are complied with in a timely fashion;
 - Reviews court orders with the clients, i.e. accused or offender to ensure their understanding.
- Prepares courtroom prior to and at completion of sittings;

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and exposure to the court system and government services is needed to conduct the day-to-day duties of this position;
- Understanding and knowledge of and ability to interpret and explain the Rules of Court and federal and territorial legislation that govern court actions is required in order to perform statutory duties such as reviewing, issuing and filing documents, answering court inquiries, providing support to the judiciary in the courtroom and following through with court decisions;
- A thorough understanding of the role of an officer of the court and the independence of the judiciary is required to perform statutory duties;
- Ability to use tact and diplomacy when dealing with clients;
- Ability to understand and follow the principles of court conduct and decorum;
- Ability to write well and accurately record information;
- Demonstrated public speaking skills in order to read charges, open/close court, etc.;
- Ability to communicate effectively with clients in a cross-cultural environment and without providing legal advice;
- Must be self-motivated, detailed 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;
- Good judgment, excellent interpersonal skills and initiative are required when making difficult decisions under the pressure of time constraints and public scrutiny;
- Accurate data entry skills and computer knowledge and ability consistent with the need to operate in a computerized environment.

TYPICALLY, THE ABOVE QUALIFICATIONS WOULD BE ATTAINED BY:

Criminology, paralegal or justice related degree with some previous, increasingly responsible work experience.

*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
Required to stand at counter for extended periods without regular breaks.	10-15 days a month	Up to 3 hours	Moderate
Required to sit for extended periods in court without regular breaks or the ability to move around.	10-15 days a month	Up to 4 hours	Moderate
Lifting and carrying court exhibits to and from Court. (May include: chemicals, machinery etc.).	Occasionally	Brief	Moderate
Lifting and carrying heavy files to and from courtroom, file room and basement.	Daily	Brief	Moderate

Environmental Conditions

	Frequency	Duration	Intensity
Travel in small planes and working in inadequate facilities while on court circuits.	2 x month	5-10 days	Moderate to high
Handling of exhibits that may be toxic, contaminated or pose a health risk in some way.	2 x month	Brief	Moderate to high

Sensory Demands

	Frequency	Duration	Intensity
Must sit still for extended periods at the front of the courtroom, while remaining alert to the proceedings and the needs of the judiciary.	2 days a week	1-5 hours a day.	Moderate
Extended use of a computer for data entry.	15-20 days a month	Up to 6 hrs	Moderate

Mental Demands

	Frequency	Duration	Intensity
Dealing with people under stress who do not understand the judicial system and become hostile and abusive or continually have last minute deadlines for filing documents. Verbal abuse is not uncommon and physical threats are not unknown.	Daily	Varies	Moderate to high
Alleged facts and graphic exhibits entered in court may have an effect on personal and social life.	Weekly	Varies	Low to moderate
Constant awareness of unpredictability of responses and possible threats from clients while in court and at the counter.	Daily	Varies	Moderate to high
May have to work extended hours as dictated by the Court with little or no advance notice.	Occasionally		Low to moderate
Post court documentation is often prepared under strict time constraints and after normal working hours.	Occasionally	1-2 hours	Moderate to high