

IDENTIFICATION

<i>Position Number</i>	<i>Position Title</i>	
82-1532	LEGISLATIVE COORDINATOR	
<i>Department</i>	<i>Division/Region</i>	<i>Location</i>
JUSTICE	LEGISLATION	YELLOWKNIFE

PURPOSE OF THE POSITION

Reporting to the Director, Legislation Division, the incumbent researches, prepares and oversees the execution of the statutory appointments of the Government, and coordinates the preparation and execution of regulations and statutory instruments. The incumbent prepares both Parts I and II of the *Northwest Territories Gazette*. This position is responsible for a variety of functions that can best be performed by a person who works in both English and French, including the translation of Government and Non-Government notices from English into French for publication in the *Northwest Territories Gazette*, and the preparation of bilingual tables and indexes in the *Northwest Territories Gazette*.

SCOPE

- provide support services in respect of appointments, regulations and legislative research to the Director, four Legislative Counsel; the Manager, Legal Translation, and one Legal Translator,
- provide research, preparation and coordination services to all departments, agencies and other statutory appointment authorities (e.g. professional associations) in respect of appointments and appointment revocations (800 annually);
- coordinate the execution of 150 regulations and statutory instruments annually;
- prepare *Northwest Territories Gazette* (800 pages annually), and prepare and translate into French the indexes and tables (100 pages) and the Government and Non-Government notices (150 pages).

RESPONSIBILITIES**1. Appointments**

- ensures requested appointment or appointment revocation is authorized by enabling statute (often requesting departments request appointments that would not be authorized by the governing statute);
- prepare appointment or appointment revocation instrument, coordinate approval process, register instrument and enter it in the appointments database;
- maintains the registers and database for appointments and revocations;
- notify Department of Justice Directorate of pending vacancies in appointments for positions or bodies that are legally or politically significant.

2. Legislation

- prepare execution package for regulations and statutory instruments, and coordinate approval processes;
- maintain the registers for regulations, statutory instruments and non-statutory instruments;
- research legislative history or status of regulations or classes of regulations.

3. *Northwest Territories Gazette*

- translate Government and Non-Government notices into French for publication in *Northwest Territories Gazette*;
- create tables and indexes, in both English and French, pertaining to and included in the *Northwest Territories Gazette*;
- prepare and consolidate both Parts I and II of *Northwest Territories Gazette*;

KNOWLEDGE, SKILLS AND ABILITIES

- proven ability to work at a strong technical level to research statutory appointments and to translate *Northwest Territories Gazette* notices from English into French;
- proven ability to work in an environment requiring meticulous attention to detail and excellent proofreading skills;
- demonstrated verbal and written communication skills in French and English, including the proven ability to apply grammatical and technical rules in both languages;
- proven ability to work independently;
- demonstrated organizational and problem solving skills;
- proven ability to work well in a team;
- proven ability to work well with senior personnel in the Department of Justice, in other Departments and at Minister's offices;
- demonstrated knowledge of legal terminology in English and French;
- demonstrated knowledge of the legislative process and drafting and legal translation standards and conventions;
- proven ability to work under pressure.

TYPICALLY, THE ABOVE QUALIFICATIONS WOULD BE ATTAINED BY:

- 3 – 4 years paralegal experience in a bilingual French-English office environment, using WordPerfect as the primary operational software.

WORKING CONDITIONS**Physical****Demands**

	Frequency	Duration	Intensity
Long periods of computer work	daily	3-4 hours	normal

Environmental**Conditions**

	Frequency	Duration	Intensity
Background noise	daily	all day	normal

Sensory Demands

	Frequency	Duration	Intensity
Must be alert and very attentive to details	daily	all day	moderate

Mental**Demands**

	Frequency	Duration	Intensity
Working on several tasks concurrently	daily		moderate
As many files are worked on concurrently, often deadlines are conflicting and this position must deal with stress	daily		moderate