



IDENTIFICATION

Department	Position Title	
Department of Justice	Legislative Counsel IV	
Position Number(s)	Community(s)	Division/Region(s)
82-2020	Yellowknife	Legislation/HQ

PURPOSE OF THE POSITION

Legislative Counsel IV provides legislative drafting services and associated legal advice to the Government of the Northwest Territories and the Legislative Assembly of the Northwest Territories.

SCOPE

Located in Yellowknife, Legislative Counsel IV reports directly to the Director of Legislation Division. Legislative Counsel receives work assignments from the Director and works independently on complex matters, under limited general supervision. Legislative Counsel IV works directly with clients to receive drafting instructions, identify any significant issues that arise out of those instructions and recommend solutions to complex legislative drafting issues.

The preparation of legislation is essential to the implementation of Government policies and programs and must be carried out with a view to ensuring the maintenance of a clear and consistent body of law applicable in the Northwest Territories.

RESPONSIBILITIES

1. Legislative drafting

- Provides legislative drafting services in respect of complex matters.
- Determines the appropriate organization and language of legislation, which requires originality and significant constructive effort.
- Researches and analyzes complex issues that arise in the course of legislative drafting.
- Acts as mentor to less senior legislative counsel.

2. Communication with clients

- Works directly with client department to ensure that drafting instructions provided by the client are understood and implemented accordingly.
- Identifies for the client legal and legislative issues that affect a legislative drafting file.
- Provides advice and guidance on the legislative drafting process.

KNOWLEDGE, SKILLS AND ABILITIES

- Law Degree and membership in the Law Society of the Northwest Territories
- Full working knowledge of and experience in:
 - the laws of Canada and the Northwest Territories
 - Aboriginal and northern issues in general, and
 - Government policies and initiatives
- Recognized ability or specialty in one or more areas of the law

Typically, the above qualifications would be attained by:

Ten or more years of experience as legislative counsel, or doing similar work of a type and breadth as to demonstrate a high degree of competence in a government legislative counsel environment.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

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