

IDENTIFICATION

Department	Position Title	
JUSTICE	LEGAL SECRETARY	
Position Number(s)	Community	Division/Region(s)
82-2980	LEGAL	YELLOWKNIFE

PURPOSE OF THE POSITION

The Legal Secretary provides the Director, legal counsel and office administrator of Legal Division with legal secretarial and administrative support services.

SCOPE

This position is located in Yellowknife and reports to the Office Manager, Legal Division. The Legal Secretary provides support services for as many as 15 legal counsel, the director and office manager. Work is assigned from different sources, often with competing priorities. It is important that the incumbent be very organized and have the ability to work well under pressure.

RESPONSIBILITIES

1. Legal Secretarial Duties

- Prepare, proofread, and assemble sensitive/confidential government documents for filing with the courts for trials, labour arbitrations or other purposes;
- Independently follow through on routine matters such as drafting routine legal documents;
- Prepare documents for Interjurisdictional Support Orders applications and Default Hearings applications;
- Identify communications and files requiring action, and make recommendations;
- Search records, files and other documentation as required (Supreme Court, Territorial Court, Sheriff's Office, Registries, Land Titles Office and Legal Division);
- Register and file documents (in the above offices);
- Organize and update documentation files and correspondence files for easy access to documentary evidence;

- Be in regular contact with division clients, the legal profession and the general public;
- Answer correspondence as directed or as appropriate;
- Participate as a team member in solving problems and presenting solutions to the office manager and legal counsel and follow through on resulting project;

2. Performs administrative functions:

- Open new files as requested by Director and legal counsel;
- Arrange for travel and accommodation for legal counsel duty travel;
- Preparing travel authorizations and expense reports on financial system;
- Receives and distributes all incoming mail;
- Acts as receptionist when required;
- Maintain inventory of supplies for the Division;
- Maintain Purchasing Card transaction log accurately;
- Maintain a BF system to track court, contract extensions, and other important deadlines;
- Maintain a complex filing system that serves as the legal opinion database;
- Prepare payment documentation;
- Maintain division attendance from time to time as necessary due to leave;

KNOWLEDGE, SKILLS AND ABILITIES

- Good knowledge of legal terminology
- Good knowledge of legal documents and procedures
- Attention to detail and high level of accuracy
- Excellent keyboarding skills (60 wpm with accuracy)
- Dictaphone skills
- Excellent time management skills
- Excellent problem solving skills
- Excellent interpersonal skills and the ability to work well in a team
- Excellent proofreading skills
- Strong verbal and written communication skills
- Ability to work under pressure
- Ability to work with minimal supervision

Typically, the above qualifications would be attained by:

Legal Secretarial Certificate with 2 years experience OR
3 – 5 years progressive secretarial experience in a legal office environment

WORKING CONDITIONS

Physical Demands

Long periods of computer work

Long periods standing at photocopier and xerfixing machine

Environmental Conditions

No unusual conditions

Sensory Demands

No unusual conditions

Mental Demands

As work is assigned from different sources, deadlines are conflicting and this position must deal with the stress.

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