

IDENTIFICATION

Department	Position Title	
Justice	Legal Assistant	
Position Number	Community	Division/Region
82-3193	Yellowknife	Public Trustee/HQ

PURPOSE OF THE POSITION

The Legal Assistant is responsible for providing paralegal, secretarial, administrative and clerical support services for the Office of the Public Trustee and the Office of the Children's Lawyer.

SCOPE

The position is located in Yellowknife and reports to the Public Trustee. The Legal Assistant assists with the administration of approximately 250 active files involving approximately six million dollars in private funds and yearly disbursements of over three million dollars. This is done in accordance with the Public Trustee Act and regulations, other Acts pertaining to estates and trusts, and policies set by the Public Trustee.

The incumbent deals directly with members of the general public throughout the NWT and the disbursements directly impact the relatives of deceased persons, children and persons incapable of handling their financial affairs. The incumbent performs many functions on estate and trust files such as legal research and the preparation of complex legal documents with minimal supervision.

The Legal Assistant will also be expected to obtain and hold an appointment as a Notary Public for the purpose of commissioning affidavits statutory declarations and other documents.

In providing support to the Office of the Children's Lawyer, the incumbent will be expected to be familiar with general family law principles under the Children's Law Act and the Child and Family Services Act.

RESPONSIBILITIES

1. Provides paralegal support to the Public Trustee and Public Trustee Officer.

- Prepares, proofreads and edits various court documents and correspondence.
- Prepares various applications and forms through contact with government departments, banks, employers, RCMP, coroners, etc.
- Attends to and pays for searches, registration and filing of documents in the Supreme Court and Territorial Court, Court Registries, Legal Registries and the Land Titles Office.
- Identifies correspondence and files requiring action and brings these matters to the supervisor's attention.
- Sends out and replies to basic administrative correspondence on estate, trust and represented person files.
- Attends the residences of deceased persons or persons incapable of handling their affairs and assists with the cataloging and storage of estate inventories.
- Searches for next of kin and beneficiaries on estate, trust and represented person files.
- Assists the Public Trustee and Public Trustee Officer with general paralegal tasks as required.
- Performs the duties of the Public Trustee Clerk as required.

2. Provides general administrative support for the Office of the Public Trustee.

- Provides basic information to the general public regarding the functions of the Public Trustee Office and assisting bereaving family.
- Documents all messages and relevant conversations with clients.
- Sorts, opens and logs incoming mail for the Public Trustee Office and makes special courier arrangements as required.
- Maintains a BF system for the office, ensuring tasks are completed when required.
- Handles payments by corporate visa and preparation of a monthly log, prepares cheque requisitions, keeps attendance, requisitions supplies, maintains mail log.
- Receives incoming cash and cheques and prepares appropriate receipt documentation.
- Maintains RDSP records and other spreadsheets.
- Makes travel plans for the office, including obtaining proper approvals, booking travel and accommodations, and completing all related financial transactions and paperwork.
- Maintains a leave and attendance record for the office.

3. Provides records management and maintenance for the office files, amending and updating the system as required.

- Ensures that documents are correctly filed according to the proper file management system and records management schedule.
- Creates new files, closes dated ones and prepares for disposition according to the correct schedule and process for the file.
- Enters documents into computerized records management system and maintains on-line file lists.

4. Provides general administrative support for the Office of the Children's Lawyer.

- File management including opening new files, organizing file content, closing files.
- Maintaining statistical information.
- Communication with the public, client, lawyers, and social workers as directed by the Children's Lawyer.
- Processes financial transactions including invoices, travel arrangements, ordering supplies.
- Prepares, proofreads and edits court documents and correspondence.

KNOWLEDGE, SKILLS AND ABILITIES

- Proven knowledge of office and administrative procedures.
- Verbal and written communication skills.
- Grammar, spelling and typing (50 wpm) skills.
- Knowledge of and ability to use MS Operating Systems, MS Office, Internet and Email applications.
- Knowledge of legal terminology, documents, processes and procedures.
- Ability to deal with people from diverse backgrounds and educational levels.
- Time management skills with the ability to manage multiple tasks and meet urgent deadlines.
- Effective problem solving and investigative skills.
- Proven interpersonal and analytical skills.

Typically, the above qualifications would be attained by:

Completion of legal secretarial training plus 3 years secretarial experience with 1 year as a legal secretary or an equivalent combination of education and experience may be considered.

WORKING CONDITIONS

Physical Demands

The incumbent may be required to move file boxes and personal items at a deceased person's residence on occasion.

Environmental Conditions

May encounter unpredictable situation when entering a deceased person's residence on occasion.

Sensory Demands

No unusual demands.

Mental Demands

Emotional stress may occur when visiting a deceased person's residence on occasion.

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