



IDENTIFICATION

Department	Position Title	
Justice	Manager, Territorial Court Registry	
Position Number(s)	Community	Division/Region(s)
82-3545	Hay River	Court Services/HQ

PURPOSE OF THE POSITION

The Manager, Territorial Court Registry is responsible for management of a satellite registry office. This position manages registry services and courtroom support services for criminal and civil matters in the Territorial and Youth Justice Courts and provides registry support for Justice of the Peace Court. Ensures accuracy, continuity and uniformity of service to all users; manages, develops and trains staff; develops and revises policy and procedures and liaises with users to clarify complex issues and obtain and disperse information.

SCOPE

Reporting to the Court Administrator, the Manager, Territorial Court Registry is responsible for managing a satellite office in Hay River. The position has direct supervision of six positions and is responsible for a budget of approximately \$1,186,000. The position manages registry services and courtroom support services for criminal and civil matters in the Territorial and Youth Justice Courts and provides registry support for Justice of the Peace Court. Ensures accuracy, continuity and uniformity of service to all users; manages, develops and trains staff; develops and revises policy and procedures and liaises with users to clarify complex issues and obtain and disperse information.

Holds a statutory appointment as Deputy Clerk of the Territorial Court

- May hold appointments as:
 - Justice of the Peace;
 - Notary Public
- Performs statutory functions with little or no direct supervision;
- Examines, returns or accepts complex or uncommon documents for filing and/or issuing on behalf of the Territorial Court in order to determine compliance with legislative requirements (e.g. Rules of the Territorial Court, numerous (approximately 25) territorial and federal Acts, Court policies and procedures) so that the documents can form part of the official file within strict time constraints;
- Responds to complex inquiries on documents for the Territorial Court;
- Resolves more complex interpreting of court policy, procedures, Rules of Court and legislation for members of the legal community, general public and other clients;
- Thorough understanding of the legal implications/ramifications of issuing and/or filing the

documents in compliance with legislative requirements within specified timeframes in order to avoid potential lawsuits against the Courts, Court personnel or the GNWT and the inherent financial and possible human implications;-

- 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;
- Approximately 2600 cases commenced annually;
- Approximately \$200,000 in fines and fees and \$85,000 in trust monies processed annually;

RESPONSIBILITIES

1. Develops and Implements the Registry's Human Resources Strategy:

- Participates in staffing decisions and ensures staff is trained in their duties and responsibilities;
- Identifies staff training and development needs;
- Develops comprehensive training plans and materials for staff;
- Works with staff to implement and review Staff Action Plans on a regular basis to ensure that training and development requirements are assessed, addressed and met;
- Delivers and coordinates training;
- Ensures staff are adequately trained in their position and in the use of Court computer systems;
- Delegates workload by assigning tasks and priorities and monitoring progress; Ensures staff is assigned and scheduled for counter, circuit and court duties;
- Develops individual performance goals and objectives, and prepares and reviews performance reviews;
- Ensures administration staff maintains an inventory of equipment, forms, and supplies;
- Verifies invoices, exercises spending authority and confirms expenditures;
- With assistance from the Manager, Sheriffs Services ensure the Sheriff's Officers properly perform all aspects of position from security and civil enforcement to jury services and data entry.
- With assistance from the Chief Court Reporter, ensure the Court Reporter properly performs all aspects of the work required by that position.

2. Provides Planning Support:

- Provides input in the preparation of the budgets and financial activity;
- Reviews monthly financial expenditure reports for the Registry, identifying unusual items and advising of expected expenditures and following up as required;
- Consults and makes recommendations regarding major practice or procedural changes;
- Keeps Hay River Territorial Court Registry staff informed on changes to the various federal and provincial acts, regulations and rules and ensures appropriate policies/procedures are updated;
- Compiles statistics as and when requested;
- Identifies opportunities for revenue enhancement and recommends changes or improvements to court user fees, equipment, and technical improvements.
- Takes the lead role in developing, implementing, maintaining & revising Hay River Territorial Court Registry directives, policies, procedures and manuals.

3. Registry and Courtroom Services

- Exercises statutory authority in accepting and processing court documents in matters that are unusual, complex, for which there is no precedent or which involve a question as to appropriateness of the actions taken by staff;
- Assists staff with complex inquiries and searches from the legal profession, law enforcement agencies, other government agencies and the general public;
- Ensures staff examines legal documents (e.g. motions, applications, briefs) received from a Court or brought to counter for compliance with Rules of Court, legislation, Clerk's or Judge's directives or direction or notes on a specific file. Provides direction to staff on how to identify omissions or errors on documents and determine corrective measures necessary before accepting documents;
- On occasion issues/signs and files legal documents such as court orders, subpoenas, warrants, convictions, judgments, acquittals, etc. in compliance with Rules of Court, legislation, policies and procedures when required;
- Ensures staff balances cash boxes, consisting of fine monies and trust monies, at the end of each day in accordance with generally accepted accounting principles and legislation. Exercises independent statutory authority as a Justice of the Peace;
- On occasion provides support to the judiciary in the courtroom by acting as Court Officer;
- On occasion attends in Chambers and keeps minutes and recordings of all proceedings;
- On occasion performs work required to prepare for and follow-up on specific court sittings;
- Oversees the security of exhibits to ensure proper storage is maintained so mistrials do not occur;
- Occasionally prepares court documentation (warrants, complex orders, judgments etc.) arising from court hearings, ensures documents accurately reflect what was ordered by the Court;
- Ensures appropriate circuit arrangements are made through liaison with the judiciary, other key Court stakeholders and contractors such as interpreters, airlines, etc.
- Maintains an efficient bring-forward system to ensure that all directions from the Judiciary regarding the filing of documents or other materials are compiled with in a timely fashion; Answers FACTS application questions from staff and ensures case data information is accurately entered in FACTS;
- Maintains an exhibit control system with legislated disposal/return dates and methods;

KNOWLEDGE, SKILLS AND ABILITIES

- Must have a thorough understanding and knowledge of court policies, procedures, Rules of Court and federal and territorial statutes/legislation that govern court actions in order to guide staff and perform statutory duties such as reviewing, opening and filing documents, answering court inquires, providing support to judiciary in courtroom and following through with the court decisions/judgments/indictments;
- Ability to effectively manage staff by demonstrating supervisory, operational and human resource skills consistent with the budget and number of employees, in order to motivate and guide staff to work effectively and efficiently;
- Ability to communicate effectively with the judiciary, the legal community, public, court staff within and outside the NT, enforcement and government agencies, etc., to persuade, disperse and receive information when drafting policy, training, or completing counter and courtroom work;
- Must be detail oriented, organized, and possess effective time management skills particularly when balancing priorities, adhering to various acts, procedures, budgets, time constraints and Judicial direction;

- Ability to creatively problem solve when solutions are not well defined while continuing to be diplomatic and professional in responding to the demands and needs of the judiciary and the public;
- Ability to deal with difficult people in a multi-faceted and stressful environment with tact and discretion, and in a clear, concise manner;
- Good judgment and initiative are required when developing training plans and procedures, implementing change and making difficult decisions under the pressure of the time constraints and public scrutiny;
- Ability to write clearly and legibly and accurately record information both on files and in the courtroom;
- Must be capable of producing thorough documentation and correspondence, thereby ensuring appropriate action is implemented and preventing heavy financial implications and human suffering (e.g. ensuring accuracy of committal documents);
- Ability to interpret Rules of Court and other legislation and analyze information to ensure appropriate completion of forms/files and action taken in court thereby avoiding mistakes which could result in incorrect judgments, wrongful incarcerations or retrials which have heavy human and financial implications;
- Proficient computer skills in order to train others to operate in a computerized environment and apply accurate keyboarding skills;
- Knowledge of and the ability to communicate in cross-cultural environment;
- Ability to understand and follow the principles of court conduct and decorum;
- Thorough understanding of the role of an officer of the court and the independence of the judiciary is required to perform statutory duties and carry out day-to-day interaction with the judiciary and department;

Typically, the above qualifications would be attained by:

Paralegal, criminology or related degree with a minimum of 4 years of experience in the legal or justice environment with a significant amount of time spent applying/interpreting legislation and dealing with the public. Comprehensive knowledge of courtroom and registry services and a minimum of 2 years supervisory experience dealing with human resource and financial issues;

Or

Paralegal, criminology or related diploma with a minimum of 6 years of experience in the legal or justice environment with a significant amount of time spent applying/interpreting legislation and dealing with the public. Comprehensive knowledge of courtroom and registry services and a minimum of 2 years supervisory experience dealing with human resource and financial issues;

Or

8 years of experience in the legal or justice environment with a significant amount of time spent applying/interpreting legislation, and dealing with the public. Comprehensive knowledge of courtroom and registry services and a minimum of 2 years of supervisory experience dealing with human resource and financial issues.

WORKING CONDITIONS

Physical Demands	Frequency	Duration	Intensity
Handling large volumes of paper	Daily	All Day	High
Required to stand at counter for extended periods.	Occasionally	Up to 3 hours	Moderate
Required to sit for extended periods in court	Occasionally	Up to 4 hours	Low
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 file room and basement.	Daily	Brief	Moderate
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(Working Conditions identify the **unusual and unavoidable**, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

Environmental Conditions	Frequency	Duration	Intensity
As typically associated with an office environment.	N/A	N/A	N/A

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.	Occasionally	1-5 hours a day	Moderate
Extended use of a computer for data entry.	15-20 days a month	Up to 6 hours	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.	Occasionally	Varies	Low to moderate
Constant awareness of unpredictability of responses and possible threats from clients while in court.	Daily	Varies	Moderate to high
May have to work extended hours as dictated by the court schedule with little or no advance notice.	Occasionally	Varies	Low to moderate
Post court documentation is often prepared under time constraints, and after normal working hours..	Occasionally	1-2 hours	Moderate to high

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