



IDENTIFICATION

Department	Position Title	
Justice	Legislative Counsel IV	
Position Number	Community	Division/Region
82-0022	Yellowknife	Legislation/HQ

PURPOSE OF THE POSITION

Legislative Counsel IV is responsible for providing 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 completes assignments under general supervision. Legislative Counsel IV works directly with clients to receive drafting instructions, identify any significant issues that arise out of those instructions, provide advice and recommend solutions to complex legislative drafting issues. Legislative Counsel IV works independently on complex matters.

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. Drafts Legislation

- 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. Provides advice to and communicates with clients

- Works directly with client departments 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.

WORKING CONDITIONS

Physical Demands

Those experienced in a typical GNWT office environment.

Environmental Conditions

Those experienced in a typical GNWT office environment or in the Legislative Assembly of the NWT.

Sensory Demands

Those experienced in a typical GNWT office environment.

Mental Demands

Those experienced in a typical law practice environment.

KNOWLEDGE, SKILLS AND ABILITIES

- 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.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

Law Degree and ten 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.

Equivalent combinations of education and experience will be considered.



ADDITIONAL REQUIREMENTS

Eligibility for membership in the Law Society of the Northwest Territories is required.

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

French language (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) Intermediate (I) Advanced (A)

READING COMPREHENSION:

Basic (B) Intermediate (I) Advanced (A)

WRITING SKILLS:

Basic (B) Intermediate (I) Advanced (A)

- French preferred

Indigenous language: Select language

- Required
- Preferred