



## IDENTIFICATION

| Department      | Position Title                      |                   |
|-----------------|-------------------------------------|-------------------|
| Justice         | Court Officer 2 – Territorial Court |                   |
| Position Number | Community                           | Division/Region   |
| 82-10033        | Yellowknife                         | Court Services/HQ |

## PURPOSE OF THE POSITION

Under the direction of the Manager, Territorial Court, the Court Officer 2 provides registry services and courtroom support for criminal and civil matters to the Territorial Court of the Northwest Territories and to the Youth Justice Court. Provides registry support for Justice of the Peace Court

## SCOPE

- Examines and returns or accepts documents for filing and/or issuing on behalf of the Territorial Court and Youth Justice Court in order to determine compliance with legislative requirements (e.g. *Rules of Court*, numerous (approximately 25) territorial and federal Acts, Court policies, directives and procedures) so that the documents can form part of the official file within strict time constraints;
- Must be familiar with and understand the legal implications/ramifications of issuing and/or filing the documents in compliance with legislative requirements and in a timely fashion in order to avoid potential lawsuits against the Courts, Court personnel or the GNWT, and the inherent financial and possible human implications;
- Interprets *Rules of Court* and legislation for members of the legal community, general public and other clients;
- Performs statutory functions with varying levels of direct supervision;
- 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;
- Regular contact with public, legal community, judiciary and other clients to provide and receive information;
- Holds the following statutory appointments:
  - Deputy Clerk of the Territorial Court
  - Justice of the Peace
- Approximately 7500 cases commenced annually;



- Courts travel to virtually all communities in the Northwest Territories;
- Each court sitting may include 1 – 100 matters (separate files) in 4 consecutive communities;
- Maintains continuity of exhibits.

## **RESPONSIBILITIES**

### **1. Ensures the efficient operations of the Courts in the courtroom and in chambers, pursuant to the *Rules of Court*, ensures the operation of the court or chambers sitting by:**

- opening and closing court;
- reading charges to accused persons;
- accurately recording the proceedings on the court file for official court record;
- administering oaths to witnesses;
- receiving and marking exhibits and ensuring continuity is preserved;
- ensuring that the proceedings of the Court are efficient, orderly and dignified at all times;
- assists the court with scheduling dates for trials, other hearings or adjournments;
- operates digital recording devices and other equipment (eg. TV, VCR, witness screens, videoconferencing);
- accurately enters case data information and performs searches in FACTS and other court related databases.

### **2. Exercises statutory authority in accepting and processing court documents:**

- Reviews legal documents (i.e. Informations, Indictments, Summonses, Statements of Claim, motions, etc) for compliance with *Rules of Court*, legislation, Clerk's or Judge's directives; identifies omissions or errors and determines corrective measures necessary before accepting documents for issuing and/or filing;
- Responds to a variety of inquiries from the legal profession, members of the public and other clients in a professional and clear manner;
- Calculates and assigns fees according to the appropriate fee schedules for Territorial Court;
- Accepts and accurately processes fees and trust monies in compliance with Court policies and generally accepted accounting principles;
- Communicates directions from the judiciary and ensures compliance of those directions to the legal profession, members of the public and other clients;
- Exercises independent statutory authority as a Justice of the Peace.



### **3. Performs work required to prepare for and follow-up on specific court sittings:**

- Reviews files before court to determine completeness. Identifies omissions or errors, informs presiding judge and informs counsel and/or lay litigants of problem areas and possible termination or delay of case;
- Prepares and reviews dockets to ensure accuracy and completeness;
- Maintains an efficient bring-forward system to ensure that all directions from the Judiciary regarding the filing of documents or other materials are complied with in a timely fashion;
- Reviews court orders with the clients, i.e. accused or offender to ensure their understanding;
- Prepares courtroom prior to and at completion of sittings.

### **WORKING CONDITIONS**

#### **Physical Demands**

Required to sit at counter for extended periods without regular breaks.

Frequency: 10 – 15 days a month    Duration: Up to 7.5 hours    Intensity: High

Required to sit for extended periods in court without regular breaks or the ability to move around.

Frequency: 10 – 15 days a month    Duration: Up to 4 hours    Intensity: Moderate

Lifting and carrying court exhibits to and from Court. (May include: chemicals, machinery etc.).

Frequency: Occasionally    Duration: Brief    Intensity: Moderate

Lifting and carrying heavy files to and from file room and basement

Frequency: Daily    Duration: Brief    Intensity: Moderate

#### **Environmental Conditions**

Handling of exhibits that may be toxic, contaminated or pose a health risk in some way

Frequency: 2 times month    Duration: Brief    Intensity: Moderate to High

#### **Sensory Demands**

Must sit still for extended periods at the front of the courtroom, while remaining alert to the proceedings and the needs of the judiciary.

Frequency: 2 days a week    Duration: 1-5 hours a day    Intensity: Moderate

Extended use of a computer for data entry.

Frequency: 15-20 days a month    Duration: Up to 6 hrs    Intensity: Moderate



### **Mental Demands**

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.

Frequency: Daily                      Duration: Varies                      Intensity: Moderate to High

Alleged facts and graphic exhibits entered in court may have an effect on personal and social life.

Frequency: Weekly                      Duration: Varies                      Intensity: Low to Moderate

Constant awareness of unpredictability of responses and possible threats from clients while in court and at the counter.

Frequency: Daily                      Duration: Varies                      Intensity: Moderate to High

May have to work extended hours as dictated by the Court with little or no advance notice.

Frequency: Occasionally                      Duration: Throughout the year                      Intensity: Low to Moderate

Post court documentation is often prepared under time constraints, and after normal working hours.

Frequency: Occasionally                      Duration: 1-2 hours                      Intensity: Moderate to High

Travel in small planes and working in inadequate facilities on circuits.

Frequency: 2 times a month                      Duration: 5-10 days                      Intensity: Moderate to High

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of and exposure to the court system and government services is needed to conduct the day-to-day duties of this position;
- Understanding and knowledge of and ability to interpret and explain the *Rules of Court* and federal and territorial legislation that govern court actions is required in order to perform statutory duties such as reviewing, issuing and filing documents, answering court inquiries, providing support to the judiciary in the courtroom and following through with court decisions;
- A thorough understand the role of an officer of the court and the independence of the judiciary is required to perform statutory duties;
- Ability to use tact and diplomacy when dealing with clients;
- Ability to understand and follow the principles of court conduct and decorum;
- Ability to write well and accurately record information;
- Demonstrated public speaking skills in order to read charges, open/close court, etc.;
- Ability to communicate effectively with clients in a cross-cultural environment and without providing legal advice;



- Must be self-motivated, detailed oriented, organized, and able to work independently in a fast paced multi-tasked environment that requires policies, procedures and protocol to be adhered to under strict time constraints;
- Good judgment, excellent interpersonal skills and initiative are required when making difficult decisions under the pressure of time constraints and public scrutiny;
- Accurate data entry skills and computer knowledge and ability consistent with the need to operate in a computerized environment.
- 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:**

A minimum of 2 years of progressively more responsible experience as a Court Officer within the NWT Courts or other court registry, or 3 years within another courtroom environment, or 5 years of progressively more responsible experience as a Legal Assistant or Paralegal.

Equivalent combinations of education and experience will be considered.

**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

**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