



IDENTIFICATION

Department	Position Title	
Justice	Court Worker	
Position Number(s)	Community	Division/Region(s)
82-10068	Norman Wells	Legal Aid Commission/Sahtu

PURPOSE OF THE POSITION

To participate in and ensure access to systems of justice to individuals and communities throughout the Northwest Territories in accordance with the provisions of the *Legal Aid Act*, Regulations and Policies of the Legal Aid Commission.

SCOPE

The position is located in Norman Wells and reports to the Court Worker Supervisor of the Legal Aid Commission. The position is responsible for providing assistance and advice to people in conflict with the law or requiring assistance in matters relating to the law in the Sahtu Region. Court workers directly impact the outcome of legal processes within the Northwest Territories. Correct information and understanding of legal issues and processes is required for the appropriate carriage of justice, and the maintenance of public confidence in the administration of Justice in the Northwest Territories.

Much of the work involves working closely with accused persons, community justice committees, lawyers, Courts (JP, Territorial and Supreme), probation officers, court staff, police, clients, the public at large and other stakeholders within the justice system. The position works within legislation, criminal and civil procedure, and policies related to the provision of legal services to individuals and communities, including the *Legal Aid Act*, the Criminal Code (Canada), the *Youth Criminal Justice Act* (Canada) and Territorial Statutes (i.e.: *Liquor Act*, etc.).

The Court Worker program in the NWT provides over 5,000 referrals and facilitates over 1,000 legal aid applications annually.

All of the information obtained through employment as the Court Worker is private and confidential and is often subject to Solicitor and Client privilege. Court Workers are subject to a Code of Conduct.

RESPONSIBILITIES

1. Provides assistance and advice to clients in conflict with the law.

- Takes legal aid applications and assists with processing of applications for legal aid.
- Appears as an advocate in Territorial Court and Justice of the Peace Court on behalf of clients to secure adjournments, speak to sentence and occasionally simple trials under the supervision of a lawyer and guidelines established by the Legal Aid Commission.
- Identifies clients who may be appropriate for diversion and assists with that process.
- Researches and identifies the resources available within the community.
- Provides assistance at trials to lawyers.
- Interprets for defense counsel or arranges for interpretation for defense counsel.
- Conducts interviews under the supervision and direction of lawyers.
- Makes client referrals to appropriate community agencies including community justice committees, lawyer or court.
- Assists with the preparation of Court documents for limited matters such as fine extensions, probation variations etc.
- Commissions documents as Commissioner for Oaths.
- Provides support to and liaises with community justice committees.

2. Participates in the provision of public legal education and information.

- Assists in the development and delivery of seminars and workshops.
- Assists in the preparation and distribution of informational material pertaining to the law (e.g., pamphlets and other publications).
- Participates in initiatives within the N.W.T. that have crime reduction or Access to Justice as their mandate.

3. Performs program administrative duties.

- Observes established protocols for the opening, management and closing of client files.
- Provides statistical and other data as required by the Court Worker Supervisor or Executive Director.
- Participates in all administrative functions designed for the due administration of the *Legal Aid Act*, Regulations and Policies of the Legal Aid Commission.

4. Participates, as required, in the development and implementation of programs related to the objects and mandate of the Legal Aid Commission as set out in the *Legal Aid Act*, Regulations and Policies.

5. Participates in training and professional development.

WORKING CONDITIONS

Physical Demands

No unusual demands

Environmental Conditions

No unusual demands

Sensory Demands

No unusual demands

Mental Demands

Incumbent must travel regularly throughout the communities. Incumbent may also experience stress associated with justice issues in small communities where stakeholders, including accused, victim and their families may be known to the Court Worker.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of relevant legislation, criminal and civil procedure, and policies related to the provision of legal services to individuals and communities.
- Ability to maintain good relations with community services such as Band Councils, RCMP, Probation Services and Social Services.
- Ability to work effectively in a cross-cultural environment.
- Strong theoretical understanding of human behaviour and strong interpersonal skills.
- Excellent written and verbal communication skills.
- Proven case management ability and the ability to work independently with minimal supervision.
- Strong problem solving and time management skills.
- Strong organizational skills, computer skills and research skills.

Typically, the above qualifications would be attained by:

The completion of a high school diploma and training/course work offered through various colleges in justice or criminology or through on the job training offered by the Legal Aid Commission.

ADDITIONAL REQUIREMENTS

The incumbent is required to have a valid Class 5 driver's license and must be prepared to occasionally travel by vehicle or by air to communities outside Norman Wells during all seasons.

The ability to speak an Aboriginal language of the Northwest Territories or French would be an asset.

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: Indigenous Language - Not Specified

- ☐ Required
- ☒ Preferred