



IDENTIFICATION

Department	Position Title	
Justice	Staff Lawyer IV	
Position Number	Community	Division/Region
82-11055	Yellowknife	Legal Aid Commission

PURPOSE OF THE POSITION

The *Charter of Rights and Freedoms* provides that everyone is entitled to a full and fair defense when charged with a criminal offence.

The Legal Services Board is established by the *Legal Services Act* to provide to qualifying NWT residents the legal advice and all legal services they require.

Staff lawyers give legal advice to and represent persons accused of a criminal offence, protect and assert their legal rights and interests, and fulfill the obligations imposed of the *Charter of Rights and Freedoms* and the *Legal Services Act and Regulations* and Legal Service Board policies and procedures.

Staff Lawyers employed by the Legal aid Commission adhere to the Mission of the Department of Justice to protect and promote the rights and safety of all people in the NWT with efficient and responsive justice programs and services.

SCOPE

The incumbent will be required to: Work independently on cases of varying complexity as assigned by the Executive Director; Attend court circuits in communities throughout the Northwest Territories; Complete assignments with minimal supervision; Provide thorough opinions on the merits of applications for legal aid including reference to the relevant law ensuring that the opinions provide a clear basis for the Executive Director's decision to fund applications; Supervise and mentor junior counsel and court workers; and, Manage client files and perform general office duties.



RESPONSIBILITIES

1. Provide legal advice and representation to those arrested and charged with criminal offences.
2. Act as duty counsel after hours to take calls from those charged with criminal offences.
3. Appear as counsel at show cause hearings.
4. Act as duty counsel on circuit in the Beaufort Delta region and occasionally in other regions of the NWT to represent accused persons coming before the courts in the Territorial Court and the Supreme Court.
5. Appear as counsel on appeals before the Supreme Court and the Court of Appeal as assigned by the Executive Director.
6. Prepare all legal documents required for court applications and motions.
7. Provide opinions to the Legal Services Board respecting appeals from conviction and sentence.
8. Give direction to and work with court workers.
9. Provide direction and assistance to junior counsel in office.
10. Properly and effectively administer and document all files and comply with established office procedures.
11. Assist with public legal education as instructed by the Executive Director
12. Other related activities as may be directed from time to time by the Executive Director.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

The practice of criminal defense work in the Northwest Territories requires a robust and intentional approach to maintaining personal wellness. Staff lawyers are frequently exposed to factual situations wherein social difficulties are a factor: including violence, substance abuse and mental health issues.

KNOWLEDGE, SKILLS AND ABILITIES

- A proven excellent working knowledge of and experience in: Criminal law at all court levels.



Full working knowledge of and experience in: The relevant laws of Canada and the Northwest Territories in particular criminal law; Aboriginal and northern issues in general and experience in a northern setting and particular experience working with aboriginal clients; Ability to work well with other counsel, court staff prosecutors and other justice personnel; and, experience and recognized ability in criminal law and significant experience appearing before all levels of Court including the Court of Appeal.

- 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 membership in the NWT Bar combined with at least 10 years of experience as legal counsel practicing in the criminal law area and experience working in a legal aid clinic environment.

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