



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Justice	Legal Counsel I	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
82-11347	Yellowknife	Legal Division

## **PURPOSE OF THE POSITION**

The Legal Counsel I position is responsible for ensuring that the administration of public affairs accords with the law as well as conducting litigation on behalf of the Government and/or providing legal advice to, and legal services for, the Government.

## **SCOPE**

This position is in Yellowknife and reports to the Supervising Counsel, Litigation. The incumbent works on clearly defined matters. Work is assigned and supervised by the supervising counsel, more senior counsel, or under specific circumstances, a client department. Legal assignments, although of varying impact, are of a routine nature.

## **RESPONSIBILITIES**

### **1. Provides services to Ministers and senior public servants.**

- Prepares routine legal documents.
- Performs research, prepares opinions, and gives legal advice on straight forward matters.
- Assists senior legal counsel.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.



### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

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

- Knowledge of and experience in:
  - The laws of Canada and the Northwest Territories
  - Aboriginal and northern issues in general
  - Government policies and initiatives
- 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

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 record 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