



## IDENTIFICATION

Department	Position Title	
Justice	Legal Assistant	
Position Number	Community	Division/Region
82-12227	Yellowknife	Legal Aid Commission

## PURPOSE OF THE POSITION

The Legal Assistant provides direct paralegal, administrative and support services for the Legal Aid Commission Division, in a family and criminal law practice, to ensure effective and timely delivery of legal aid services in accordance with GNWT standards, legislation, regulations and guidelines.

## SCOPE

The Legal Assistant is located at the Community Legal Aid Clinic in Yellowknife and reports to the Manager – Legal Aid Commission Program Support and takes direction from staff lawyers. The Legal Assistant supports the delivery of legal aid services pursuant to the *Legal Aid Act*, *Legal Aid Regulations* and the Guidelines adopted pursuant to the *Act* and *Regulations*.

Staff lawyers of the Community Legal Aid Clinic provide legal aid services to approximately 1000 cases per year (civil & criminal). The Legal Assistant provides paralegal and office administrative support for up to six legal positions in the office as well as basic legal research and preparation of complex legal documents. The incumbent must provide front-line liaison with clients, PPSC, Courts and other stakeholders within Justice.

The Legal Assistant holds an appointment as a Commissioner for Oaths and Notary Public for the purpose of swearing affidavits and similar declarations.

## RESPONSIBILITIES

### **1. Provides administrative and support services to the Legal Aid Commission Division**

- Manages a high volume of electronic disclosure and paper files in accordance with internal policies,
- Maintains a client conflict system to ensure compliance with client confidentiality and

- conflict of interest policies,
- Ensures that files are advanced to lawyers in a timely manner to ensure that clients' interests are protected,
- Schedules appointments and obtains routine information from clients,
- Answers inquiries from the public, by telephone, email and in person,
- Enters client data into the database in a timely and accurate manner,
- Maintains a calendar of court dates and client appointments,
- Maintains a bring forward, diary dating and limitation date system for client files,
- Ensures diary dated files are pulled when required, and when any mail or messages require a lawyer's attention,
- Files client files after ensuring they are diary dated and any new information or material is filed appropriately and entered on the data base,
- Maintains a precedents binder and assists with the development and maintenance of a procedures manual,
- Delivers and picks up mail and documents by hand; mail and fax including legal documents, correspondence and administrative forms to/from appropriate courts, registries, clients, other counsel, etc., and ensures provision of adequate copies,
- Drafts routine correspondence,
- Performs annual archiving of approximately 300 client files,

## **2. Provides paralegal support services to the Legal Aid Commission Division**

- Conducts basic research under the direction of a lawyer to advance the legal interests of clients,
- Prepares, edits, and proofreads court documents under the direction of a lawyer to advance the legal interests of clients
- Works with staff lawyers and Manager, to plan and develop requirements for improved and expanded client file data base and office management procedures.
- Manages staff lawyer's precedents, authorities, case law, administrative and reference files by organizing, arranging, indexing and updating files, binders and published material,
- Organizes and updates documentation files and correspondence files for easy access to documentary evidence,
- Searches for records, files and other documents as required (Supreme Court, Territorial Court, Sheriff's Office, Registries, Land Title Office and Legal Division),
- Attends to registration and filing of documents in the Supreme Court, Territorial Court, Sheriff's Office, Registries, Land Title Office or Legal Division,
- Attends to service of legal documents, prepares and files proof of such service.

## **3. Completes special projects as requested by the Manager and Staff Lawyers**

- Participates in working groups for special projects

## **WORKING CONDITIONS**

### **Physical Demands**

Occasional need to lift heavy boxes for the annual archiving process or delivery of large client files.

### **Environmental Conditions**

No unusual conditions

### **Sensory Demands**

No unusual demands

### **Mental Demands**

The legal aid environment is fast paced and carries a high volume of disclosure. There are often high volumes of work and competing deliverables. This position is frequently exposed to sensitive reading material and images that may cause mental stress.

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

- Knowledge and understanding of the Criminal Justice system and Family Law proceedings.
- Demonstrated knowledge of the Criminal and Family justice systems, procedures, rules of Court and applicable Statutes,
- Demonstrated knowledge of legal terminology and procedures,
- Demonstrated proficiency with email management, document management, Excel, Adobe and Microsoft.
- Demonstrated communications skills to work effectively with a variety of stakeholders,
- Demonstrated organizational skills in a changing environment,
- Demonstrated proficiency in a high volume and time sensitive environment
- Ability to work in a fast-paced environment, with many time sensitive deadlines

### **Typically, the above qualifications would be attained by:**

Completion of an office administration diploma or equivalent with two years of experience in an administrative support role in a family and criminal legal environment or equivalent work experience.

### **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