



## IDENTIFICATION

Department	Position Title	
Justice	Paralegal Assistant, Property Registries	
Position Number	Community	Division/Region
82-12385	Yellowknife	Legal Registries

## PURPOSE OF THE POSITION

The Paralegal Assistant (“Assistant”) supports the operation of the Land Titles Office and Personal Property Registry by interacting with the public to accept and process submissions, responding to search requests and general enquiries, providing information and maintaining the Registry records.

The Assistant is responsible for supporting the Registries providing administrative and clerical support. The Paralegal Assistant is the public face of the Registries with advanced vocational skills, working within a team setting in a generally regulated environment, where the work is fast paced and high volume, providing customer service to the public.

## SCOPE

The Paralegal Assistant –operates in Yellowknife and reports to the Paralegal Team Lead, Properties Registries alongside a team of Paralegals. Under the *Land Titles Act*, the Land Titles Office is responsible for the review and approval for registration of all property interests in privately owned land in the Northwest Territories, which includes land owned by municipal governments and Indigenous governments under land claims agreements. Under the *Personal Property Security Act*, the Personal Property Registry supports a legal system where financiers of personal property protect their interest in the property / collateral by filing notice of their interest in order to establish legal priority against other creditors or subsequent purchasers of the property.

The Paralegal Assistant must be reliable to perform various delegated statutory duties in support of the administration of the Registries. In this role, under the direction of a Paralegal Team Lead, the Paralegal Assistant is responsible for the intake of documents submitted for registration, handling and reconciling revenues, processing the submissions in electronic



systems, conducting searches of the registry, maintaining the Registry's records, sealing, scanning and mailing documents, and keeping the records in good order.

At times, the Paralegal Assistant may be called upon to conduct similar work in other areas within Legal Registries.

## **RESPONSIBILITIES**

### **1. The Assistant is responsible for document intake, financial administration and document administration.**

- Performs intake of documents submitted for registration and prepares materials for review.
- Reviews submitted packages to ensure all necessary information and fees are provided.
- Maintains a record of documents submitted and accepted for registration.
- Enters data into electronic systems.
- Prepares files for processing of registration and creating file folders.
- Prepares and scans filed documents into the Document Imaging system and verifies the accuracy of scanned records for public online search purposes.
- Receipts incoming revenue in preparation for daily deposit.
  - Maintains financial records.
  - Ensures that revenue is properly receipted and reconciled daily.

### **2. The Assistant provides information to Clients.**

- Provides information to the public regarding the Land Titles Office.
- Reviews submitted packages to ensure all necessary information and fees are provided.
- Provides assistance for users of self-service electronic registry computer systems, including NTLS; including explaining technical requirements and system functionality.
- Provides assistance and troubleshooting services to users of the Land Titles computer systems, including NTLS, as a service desk.
- Searches Registry documents in response to public inquiries.
- Produces Registry documents for inspection and produces copies.
- Provides all governments and municipalities monthly notices of changes in land ownership.
- Maintains a 'standing order' list of clients for all new plans of survey.

### **3. The Assistant assists the Registrar in the administration of the Property Registry.**

- The Paralegal Assistant is responsible to deliver services to the public, law firms, commercial/financial institutions and various federal, territorial or indigenous governments, including addressing enquiries and conducting correspondence. The Paralegal Assistant works in a team and customer service environment.
- Assists in maintaining the filing system of all documents and Registry records.



- Logs and distributes mail and arranges for courier services.
- Prepares correspondence.
- Drafts electronic forms used by the Registry, including electronic documents.
- Assists in the training of new staff.
- Assists with record management activities, including preparation and recording of records for offsite storage or destruction.

**4. The Assistant completes projects as required for the Registries.**

- Undertakes projects as assigned (for example: steps to identify problem titles and initiating remedial action; updating manuals; precedents; preparing materials for websites; updating records to reflect expired registrations; preparing records for offsite storage).
- Recommends improvements to existing computer applications or systems.
- Maintains the organization and cleanliness of the Registry.
- Completes all other tasks or projects assigned by the Registrar in the administration of the Registry.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual demands.

**Sensory Demands**

No unusual demands.

**Mental Demands**

Responding to public demands and dealing with difficult clients on a regular basis can be stressful. The incumbent will frequently encounter irate and unreasonable clients that do not accept the explanation of legislation or policies causing a moderate degree of mental stress. The incumbent will face continuous pressure to complete registrations within tight timeframes. Responding to registration deadlines even in circumstances beyond the person's control, such as high volumes of submissions or staff shortages can be stressful. The incumbent lacks control over work pace due to irregular workflow and frequent changes in the nature and subject matter often involving significant and abrupt change in focus.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Vocational knowledge of legal administration and legal assistance duties and procedures.



- Knowledge of the system of land conveyancing and land registration.
- Knowledge of electronic registration and registry search systems and computer literacy.
- Mathematical skills (at a level normally attained by Grade 12).
- Organizational and time management skills.
- Human relations, interpersonal and communication skills (both orally and in writing) to provide customer service in a professional and courteous manner, and work with upset or frustrated customers.
- Ability to work in a computerized office environment utilizing word processing functions, database, and spreadsheet, including an ability to work with computer systems and applications.
- Data entry and general computer experience at 45 words per minute with 90% accuracy.
- Ability to work in a team environment.
- Ability to handle and prioritize multiple tasks.
- Ability to collect, balance and reconcile revenue.
- It would be an asset if the Paralegal Assistant was bilingual, English and French.
- 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 Grade 12 High School Diploma and a legal secretary certificate with 1 year secretarial experience.

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