



## IDENTIFICATION

| Department      | Position Title       |                   |
|-----------------|----------------------|-------------------|
| Justice         | Senior Court Officer |                   |
| Position Number | Community            | Division/Region   |
| 82-12775        | Hay River            | Court Services/HQ |

## PURPOSE OF THE POSITION

The Senior Court Officer provides registry services and courtroom support for criminal and civil matters at all levels of court and hearing types. This support includes ensuring the efficient operations of Courts and Chambers, accepting and processing regular and complex court documents, file reviews.

This position is also responsible for providing workplace orientation, training, and mentorship to non-senior court officers.

## SCOPE

The Senior Court Officer is located in Hay River and reports to the assigned Court Manager. This position may support the following:

- Justice of the Peace Court.
- Territorial Court.
- Supreme Court.
- Court of Appeal.
- Federal Court of Canada.
- Hearings under the *Bankruptcy and Insolvency Act*.

The Senior Court Officer works within the following legislative requirements:

- Review Court documents in order to determine compliance with legislative requirements (e.g. *Rules of Court*, numerous, approximately 25, territorial and federal Acts, Court policies and procedures) so that the documents can form part of the official file within strict time constraints.
- Between 850 - 7500 cases commenced annually in all levels of court.
- Courts travel to virtually all communities in the Northwest Territories.
- Each court sitting may include 1 – 100 matters (separate files) and in some cases the need to travel to 4 consecutive communities.



- Each court sitting may include a variety of hearing types with different processes and forms.
- Interprets *Rules of Court* and legislation for members of the legal community, general public and other clients.
- Resolves non-routine issues and applications of court policies, procedures, codes and legislation.
- Independently exercises statutory authority with no direct supervision.
- Accepts that all personal conduct (including outside office hours) will not cause the administration of justice to be or be seen to be in disrepute.
- Must at all times ensure that the independence of the judiciary is upheld.
- Has regular contact with public, legal community, judiciary, and other clients, to provide and receive information.
- Will hold a minimum of one, and may hold any or all of the following statutory appointments:
  - Deputy Clerk of the Territorial Court.
  - Justice of the Peace.
  - Deputy Clerk of the Supreme Court.
  - Deputy Registrar of the Court of Appeal.
  - Deputy Registrar in Bankruptcy.
  - Deputy Sheriff.

## **RESPONSIBILITIES**

### **1. Ensures the efficient operations of the Courts in the courtroom and chambers, pursuant to the *Rules of Court*, which may include:**

- Opening and closing court.
- Reading charges to accused persons.
- Supporting the jury selection process
- Accurately recording the proceedings of the court file for the official court record.
- Administering oaths to witnesses.
- Receiving and marking exhibits and ensuring continuity is preserved.
- Ensuring that the proceedings of the court are efficient, orderly, and dignified at all times.
- Assists the court with scheduling dates for trials, other hearings, or adjournments.
- Operates, and trains non-senior court officers on the use of digital recording devices and other equipment (e.g. TV, VCR, witness screens, videoconferencing), continuously verifying for content accuracy throughout a court hearing to ensure the court record is preserved.
- Assist in troubleshooting technical issues with recording devices as they arise through proceedings of the court. Ensure court proceedings are digitally recorded, as the Courts



official record of proceedings, which includes setting up and monitoring mobile recording equipment on circuit and in courthouses.

- Marking and noting important motions, submissions and witness testimony throughout the court proceedings in the records, while simultaneously completing court documents and managing the flow of matters on the docket.
- Accurately enters case data information and performs searches in the courts information system and other court related databases.
- Maintains continuity of exhibits in accordance with the *Criminal Code*, Exhibit Control Procedures and any Court Directives.
- Maintains the Courts database as a system administrator.

**2. Exercises statutory authority in accepting and processing both standard, routine and non-routine court documents:**

- Reviews legal documents (e.g. Informations, Indictments, Summonses, motions, statement of claim, applications, etc.) for compliance with *Rules of Court*, legislation, Clerk's or Judge's directives, identifies omissions or errors, and determines corrective measures necessary before accepting documents for issuing and filing.
- Responds to a variety of inquiries from the legal profession, members of the public and other clients in a professional and clear manner.
- Calculates and assigns fees according to the appropriate fee schedules for the appropriate level of Court.
- Accepts and processes fees and trust monies in compliance with Court policies and legislation and financial processing procedures.
- Communicates directions from the judiciary to the legal profession, members of the public, and other clients, and ensures compliance with those directions.
- Exercises independent statutory authority as a Justice of the Peace, as required.
- Assists with drafting and issuing new procedures, processes, and forms under the direction of their manager.

**3. Responsible for preparation and follow-up for assigned court sittings:**

- Reviews files before court to determine completeness. Identifies omissions or errors, informs presiding judge, and informs counsel and/or lay litigants of problem areas and possible termination or delay of case.
- Prepares and reviews dockets to ensure accuracy and completeness.
- Actions directions received from the Judiciary regarding the filing of documents or other materials in a timely fashion.
- Reviews court orders with the litigants, accused, or offender to ensure their understanding.
- Ensure that participants and/or correctional facilities are provided correct video-conference details in remote court settings.
- Prepares courtroom prior to and at completion of sittings.



**4. Responsible for orientation and training of Court Officer positions, as directed by the Manager.**

- In collaboration with the Manager, identifies training requirements for new and/or less experienced court officers.
- Performs quality assurance checks and provides ongoing mentorship of court officers.
- Develops comprehensive training plans and materials for new and less experienced court officers, for managerial review and approval.
- Coordinates and delivers the training to court officers for all levels of court (i.e., Territorial, Supreme).
- Develops and monitors weekly court officer work schedules and confirms daily tasks and priorities.
- Ensures court officers are proficient in the use of justice computer systems.
- Assist Manager in the preparation of performance reviews by reviewing goals and objectives for court officer training.

**WORKING CONDITIONS**

**Physical Demands**

The position spends approximately half to two-thirds of its work time seated or standing in place for extended periods, either at a service counter, in court, or during travel, and the incumbent is not able to independently determine break times.

Some lifting and carrying of court equipment and files is occasionally required, including occasionally moving items on and off small planes, where cart, trolley, and ramps may not be available.

**Environmental Conditions**

Approximately one hour twice a month, and using appropriate safety precautions, the incumbent may be required to handle exhibits that may be toxic, contaminated, or pose a health risk in some way.

**Sensory Demands**

While in court and at the counter, the job holder will use sight and hearing simultaneously to maintain focused awareness during interactions, due to the inherent unpredictability of responses from clients under stress, and activity in the courtroom.

**Mental Demands**

The position encounters people under stress who may have last-minute document demands, and/or who may become verbally or occasionally physically intimidating. While individual episodes tend to be brief, they may occur more than once daily.



On an approximately weekly basis while in court, the job holder will be exposed to potentially distressing alleged facts, images and exhibits.

Overtime is frequently be required with little or no advance notice; for example, court documentation following court session may need to be prepared under time constraints, and outside of regular business hours.

Travel is required approximately twice a month, often via small aircraft. Approximately 5 – 10 days per occurrence.

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

- Knowledge of the court system and ability to acquire knowledge of specific government services.
- Ability to effectively convey information and provide mentorship for training purposes.
- Knowledge of and ability to interpret, explain and apply the *Rules of Court* and federal and territorial legislation that govern court actions.
- Knowledge of the role of an officer of the court and the independence of the judiciary.
- Ability to mentor and train others.
- Ability to exercise tact and diplomacy in challenging situations.
- Ability to understand and follow the principles of court conduct and decorum.
- Ability to write well and accurately record information.
- Public speaking skills in order to read charges, open/close court, etc.
- Ability to communicate effectively with clients in a cross-cultural environment and actively avoid providing legal advice.
- Ability to be self-motivated, detailed oriented, organized, and able to work independently in a public environment that requires policies, procedures and protocol to be adhered to under strict time constraints.
- Ability to exercise judgment and initiative when making difficult decisions under the pressure of time constraints and public view.
- Data entry skills and computer knowledge, and ability to consistently operate in a computerized environment.
- Ability to speak and write fluently in English.
- 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 relevant diploma and three years of relevant experience.

Equivalent combinations of education and experience will be considered.



### **ADDITIONAL REQUIREMENTS**

Intermediate First Aid, CPR C and AED certification is required and will be provided to the successful candidate within six months of employment. Recertification will be provided as required.

#### **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