



IDENTIFICATION

Department	Position Title	
Justice	Intern – Articling Student	
Position Number(s)	Community	Division/Region(s)
82-13428	Yellowknife	Legal Division

PURPOSE OF THE POSITION

The Intern – Articling Student is a position that will provide an opportunity to a graduate of an approved Canadian law school to complete the articling process so that the student will become eligible to practice law in the Northwest Territories.

SCOPE

This position is located in Yellowknife. The position contributes to and impacts the organization by allowing Legal Division and the Legal Aid Commission to recruit and retain lawyers to practice in the Northwest Territories.

RESPONSIBILITIES

1. Under the direction and supervision of his/her principal(s) and other legal counsel:

- Conduct legal research, prepare legal memoranda
- Prepare pleadings and other legal documents;
- Conduct witness/client interviews, examinations for discovery and hears;
- Attend in Territorial and Supreme Courts or before other administrative bodies on various matters;
- Conduct registry searches;
- Acquire skills in other areas of law;
- The incumbent must comply with the requirements of the Legal Profession Act, the Rules of the Law Society of the Northwest Territories, the Code of Professional Conduct, and complete all components of the bar admission course as required by the

Law Society of the Northwest Territories, along with successful completion of a bar admission examination.

WORKING CONDITIONS

Physical Demands

Long periods of computer work

Demands experienced in a typical GNWT office environment

Environmental Conditions

No unusual conditions

Sensory Demands

No unusual conditions

Mental Demands

Demands experienced in a typical law practice environment. Work can be assigned from difference sources, deadlines can be conflicting and this position must deal with the stress.

KNOWLEDGE, SKILLS AND ABILITIES

- The incumbent will be required to have graduated from an accredited law school and possess a Bachelor of Laws (LL.B.) or Juris Doctor (JD) degree. The incumbent must meet all of the prerequisites as set out by the Law Society of the Northwest Territories and be eligible for membership as an articling student.
- The incumbent will be exposed to the practice of law in an “in-house” setting and as a legal aid lawyer. If possible, some experience in a private firm will be arranged. Under an appropriate level of supervision, the incumbent will be required to perform all necessary duties, assignments and work that is ordinarily required of an articling law student. Some, but not all, of the knowledge, skills and abilities that are gained through the articling process are: client interviewing, legal research skills involving primary, secondary and alternate sources of the law and electronic databases such as Westlaw and Canlii, legal drafting and writing skills, advocacy skills, and knowledge of the land titles, securities, courts and other registry systems, including how to conduct searches of those registries.

Typically, the above qualifications would be attained by:

Graduation from an accredited law school and possession of a Bachelor of Laws (LL.B.) or Juris Doctor (JD) degree. The incumbent must meet all of the prerequisites as set out by the Law Society of the Northwest Territories and be eligible for membership as an articling student.

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 applies)

- ☐ 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

Aboriginal language: Choose a language

- ☐ Required
- ☐ Preferred