



## IDENTIFICATION

Department	Position Title	
Justice	Legislative Counsel II	
Position Number	Community	Division/Region
82-13893	Yellowknife	Legislation Division

## PURPOSE OF THE POSITION

Legislative Counsel II provides drafting services and associated legal advice to the Government of the Northwest Territories and the Legislative Assembly of the Northwest Territories.

## SCOPE

Located in Yellowknife, Legislative Counsel II reports directly to the Director of Legislation Division. Legislative Counsel II receives work assignments on clearly defined matters and completes those work assignments under the direct supervision of the Director. Once assigned a file, Legislative Counsel II works with client departments to receive drafting instructions, identify any legal or policy issues that may arise out of those instructions, and recommend solutions in the form of legislative drafting options. Legislative drafting assignments undertaken by Legislative Counsel II, although of varying impact, are increasingly of a less routine nature. Legislative Counsel II conducts most assigned work independently. The preparation of legislation is essential to the implementation of Government policies and programs and must be carried out with a view to ensuring the maintenance of a clear and consistent body of law applicable in the Northwest Territories.

## RESPONSIBILITIES

- Prepares draft legislation – both bills and regulations – that are required by client departments. This involves working directly with client departments to ensure that drafting instructions are accurately translated into draft legislation.
- Researches and analyzes issues that arise in the course of legislative drafting.

- Assists the Director and more senior legislative counsel through the review of drafts, the analysis of issues, and the carriage of files when senior legislative counsel are unavailable.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **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;
  - Indigenous and northern issues in general; and
  - Government policies and initiatives

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

- Law Degree and membership in the Northwest Territories Bar; and
- Two or more years doing either similar legislative work as contemplated, or of a type and breadth as to demonstrate competence in a government legislative counsel environment.

## **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:**

☐ Required  
☐ Preferred