

## **IDENTIFICATION**

Department	Position Title	
Justice	Legal Counsel III	
Position Number	Community	Division/Region
82-14414	Yellowknife	Legal Division

## **PURPOSE OF THE POSITION**

The Legal Counsel III position is responsible for ensuring that the administration of public affairs accords with the law as well as conducting litigation on behalf of the Government and/or providing legal advice to, and legal services for, the Government.

## **SCOPE**

This position is in Yellowknife and reports to the Director of the Legal Division. The incumbent works independently on matters of recognized complexity. Most of the work is assigned in a general way by the Director. The incumbent completes assignments with general supervision and works independently with clients. The incumbent also recognizes and delineates significant issues.

## **RESPONSIBILITIES**

### **1. Provides services to Ministers and senior public servants.**

- Researches, analyzes, and completes complex legal files.
- Conducts matters which require originality and constructive effort.
- Negotiates and finalizes the settlement of complex matters.
- Works directly with the client department in the conduct and conclusion of files.

## **WORKING CONDITIONS**

### **Physical Demands**

Those experienced in a typical GNWT office environment.

### **Environmental Conditions**

Those experienced during fly-in circuit courts to small communities and in particular, informal court settings.

### **Sensory Demands**

Those experienced in a typical GNWT office environment.

### **Mental Demands**

Those experienced in a typical law practice environment.

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

- Law degree and membership in the NWT Bar.
- Good working knowledge of and experience in:
  - the laws of Canada and the Northwest Territories
  - Aboriginal and northern issues in general, and/ or
  - Government policies and initiatives
- 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:**

Five or more years doing either similar legal work as contemplated, or of a type and breadth as to demonstrate competence in a government legal counsel environment.

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 record 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