



## IDENTIFICATION

| Department      | Position Title    |                     |
|-----------------|-------------------|---------------------|
| Justice         | Intern, Paralegal |                     |
| Position Number | Community         | Division/Region     |
| 82-14532        | Yellowknife       | Legal Registries/HQ |

## PURPOSE OF THE POSITION

The Intern, Paralegal (“Intern”) is an entry-level paralegal position that supports Legal Registries with the administration of the Land Titles, Personal Property, and Corporate Registries (“Registry”). During the internship the intern will do a rotation throughout the Registries to learn the roles, responsibilities and duties of a paralegal.

## SCOPE

The Intern reports to the Paralegal Team Lead, Corporate Registries in Yellowknife and works with 5 other Paralegals and 3 Paralegal Assistants across Legal Registries. The Intern will perform such duties and tasks or exercise such powers as delegated and assigned by the Registrar, Team Lead(s), and Paralegals to gain an understanding of the paralegal duties across Legal Registries. When suitably trained, the Intern will provide educational and technical assistance to a wide variety of clients, including members of the public, law firms, government agencies and corporations. During the internship the Paralegal will conduct rotations to:

- Assist with the administration of the Land Titles Office by learning to perform the legal review of a wide variety of documents submitted for registration, to ensure compliance with legislation and the common law.
- Assist with the administration of the Personal Property Registry by responding to enquiries, conducting reconciliations and the review and mailing of statutory notices.
- Assist with the administration of the Corporate Registries by learning to perform the legal review of a wide variety of documents submitted for registration, to ensure compliance with legislation, and review applications from individuals to be appointed as a Commissioner for Oaths or a Notary Public.



## **RESPONSIBILITIES**

### **1. Performing the review of documents submitted for registration; ensuring compliance with legislation and the common law.**

- Reviews registrations submitted for registration under the *Business Corporations Act*, *Societies Act*, *Co-operative Associations Act*, and *Partnership and Business Names Act* to ensure they are acceptable for registration or filing and comply with statutes and applicable jurisprudence.
- Reviews registrations submitted for registration under the *Land Titles Act* to ensure they are acceptable for registration or filing comply with statutes as well as applicable jurisprudence. Verifies fees and Daybook entries, affixes Daybook information, prepares certificates of title, enter information into electronic systems, assists with the preparation of documents and certificates of title for scanning and assists with scanning.
- Assists in the administration of the Personal Property Registry in responding to public enquiries.
- Provides search services to clients who do not use the self-service system, ACOL.
- Acts as a delegated decision maker to determine if submissions comply with the law and registry requirements, or not.
  - Returns documents unacceptable for submission with a detailed, written explanation of the deficiencies. The accuracy and sufficiency of the reasons can be grounds for an appeal and have the potential to expose the GNWT to legal liability.
  - Responds to any subsequent enquiries regarding deficiencies.
- Seals documents, and separates those documents which must be retained, from those which are returned to the submitter.
- Collect and reconcile submission fees.
- Scans documents into the document imaging system.
- Compiles and mails statutory notices to secured parties after verifying the address in accordance with the *Personal Property Security Act*.
- Prepares notices required for publication in the Northwest Territories Gazette.

### **2. The Intern assists with explaining, educating and training clients.**

- Provides information to the public, the legal profession, and various government departments in response to enquiries.
- Providing good customer service by responds to enquiries in respect of the legislation, policies and requirements for registration of documents and provides guidance with the use of computer systems used by the Registries.
- Provides search services for the public and collect fees.
- Provides advice as to other sources of information or other GNWT or municipal offices that may solve the client's objective.



**3. The Intern assists in the development and support of electronic computer systems.**

- Conducts IT and application testing, evaluation and development.
- Recommends improvements to existing computer applications or systems.
- Explains IT systems as service desk and provides assistance and troubleshooting services for computer systems.

**4. The Intern assists the Team Lead with the administration of the Registries.**

- Drafts correspondence.
- Provides requested copies and certified copies of documents.
- Assists maintaining Registry records.
- Conducts financial reconciliations and deposit of revenue as required.
- Maintains statistical information regarding the registry operations.
- Undertakes projects (for example: taking steps to identify problems and initiating remedial action; updating manuals; updating precedents; preparing materials for the website; updating records to reflect expired registrations).
- Completes all other tasks or projects assigned in the administration of the Registry.

**WORKING CONDITIONS**

**Physical Demands**

Normal office environment, incumbent may be required to lift heavy materials and supplies on a regular basis.

**Environmental Conditions**

No unusual demands.

**Sensory Demands**

Requires extremely high attention to detail in reviewing complex and lengthy legal documents to ensure compliance with legal requirements with 100% accuracy. The processing of documents will involve frequent interruptions on a daily basis.

**Mental Demands**

Concentrated attention to detail/accuracy in the review and preparation of legal documents. The incumbent will frequently encounter irate and unreasonable clients.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of law, statutes and regulations and the ability to apply legislation to submitted documents.
- Ability to listen and respond positively in all client situations.

- Organizational and time management skills.
- Strong interpersonal skills and ability to work in a team environment.
- Attention to detail and the ability to review, analyze and interpret legal documents and survey plans.
- Ability to recognize unique issues/situations and deal with them appropriately.
- Computer skills including Microsoft Office, Operating Systems, Email, and Internet.
- 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 college paralegal diploma, or a relevant degree.

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