



## IDENTIFICATION

Department	Position Title	
Justice	French Legislative Counsel IV	
Position Number	Community	Division/Region
82-1486	Yellowknife	Legislation/HQ

## PURPOSE OF THE POSITION

The French Legislative Counsel IV is primarily responsible for providing French legislative drafting services and associated legal advice to the Government of the Northwest Territories and the Legislative Assembly of the Northwest Territories but also, to ensure that French and English versions of statutes, regulations and other legal documents, are prepared as required under various statutes and regulations.

## SCOPE

Located in Yellowknife, Legislative Counsel IV reports directly to the Director of Legislation Division. Legislative Counsel receives work assignments from the Director and works independently on complex matters, under limited general supervision. Legislative Counsel IV works directly with clients to receive drafting instructions, identify any significant issues that arise out of those instructions and recommend solutions to complex legislative drafting issues.

The Legislative Counsel IV position requires the ability to draft legislation both in English and French, though the work primarily involves preparing French versions of draft statutes, regulations and other legal materials. When drafting and preparing legislation, the position ensures that the words and grammar utilized will result in a valid expression of the legislative objective in both French and English. This may entail making recommendations and working with clients or other Legislative Counsel to make further amendments to the legislation as required.

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**

### **1. Legislative Drafting.**

- Provides legislative drafting services in respect of complex matters.
- Determines the appropriate organization and language of legislation, which requires originality and significant constructive effort.
- Researches and analyzes complex issues that arise in the course of legislative drafting.
- Acts as mentor to less senior legislative counsel.

### **2. Communication with clients.**

- Works directly with client department to ensure that drafting instructions provided by the client are understood and implemented accordingly.
- Identifies for the client legal and legislative issues that affect a legislative drafting file.
- Provides advice and guidance on the legislative drafting process.

### **3. Provision of bilingual legislative drafting services.**

- Prepares the French version of draft statutes, regulations and other legal materials that have originally been drafted in English.
- Drafts the French and English versions of statutes, regulations and other complex legal materials.
- Ensures that both English and French versions of draft legislation have the same substantive meaning.
- Coordinates the preparation and editing of French versions of legislation with the assistance of Divisional colleagues.
- Receives the assignment of work, both verbally and in writing, from the Director and other Legislative Counsel.
- Discusses drafts of legislation with other Legislative Counsel and legal translators and advises them on legal terminology and legal problems in the English or French version of the material.
- Identifies errors in the current French and English versions of Acts and regulations and recommends amendments to the Director.
- Drafts motions to amend legislation as required by the Standing Committees of the Legislative Assembly and by Legislative Assembly itself.
- Supervises legal translators.



## **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.
  - Government policies and initiatives.
- Ability to draft complex legislative documents in English and French.
- Understanding of the application of technical legislative rules, in both English and French.
- Verbal and written communication skills in French and English, including ability to apply grammatical and technical rules in both languages.
- Ability to work independently and to work well in a team.
- Knowledge of legal terminology in English and French.
- Knowledge of the legislative process and drafting and legal translation standards and conventions.
- 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:**

Ten or more years of experience, drafting legal and legislative documents in English and French, as legislative counsel in a government legislative 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 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