



Government of  
Northwest Territories

**IDENTIFICATION**

| Department         | Position Title             |                      |
|--------------------|----------------------------|----------------------|
| Justice            | Court Worker – Yellowknife |                      |
| Position Number(s) | Community                  | Division/Region(s)   |
| 82-14939           | Yellowknife                | Legal Aid Commission |

**PURPOSE OF THE POSITION**

To participate in and ensure access to systems of justice to individuals and communities throughout the Northwest Territories in accordance with the provisions of the Legal Aid Act, Regulations and Policies of the Legal Aid Commission.

**SCOPE**

The position is located in Yellowknife and reports to the Court Worker Supervisor of the Legal Aid Commission. The position is responsible for providing assistance and advice to people in conflict with the law or requiring assistance in matters relating to the law in Yellowknife and surrounding communities. Court workers directly impact the outcome of legal processes within the Northwest Territories. Correct information and understanding of legal issues and processes is required for the appropriate carriage of justice, and the maintenance of public confidence in the administration of Justice in the Northwest Territories.

Much of the work involves working closely with accused persons, community justice committees, lawyers, Courts (JP, Territorial and Supreme), probation officers, court staff, police, clients, the public at large and other stakeholders within the justice system. The position works within legislation, criminal and civil procedure, and policies related to the provision of legal services to individuals and communities, including the Legal Aid Act, the Criminal Code (Canada), the Youth Criminal Justice Act (Canada) and Territorial Statutes (i.e.: Liquor Act, etc.).

The Court Worker program in the NWT provides over 5,000 referrals and facilitates over 1,000 legal aid applications annually.

All of the information obtained through employment as the Court Worker is private and confidential and is often subject to Solicitor and Client privilege. Court Workers are subject to a Code of Conduct.

## **RESPONSIBILITIES**

- 1. Provides assistance and advice to clients in conflict with the law.**
  - Takes legal aid applications and assists with processing of applications for legal aid.
  - Appears as an advocate in Territorial Court and Justice of the Peace Court on behalf of clients to secure adjournments, speak to sentence and occasionally simple trials under the supervision of a lawyer and guidelines established by the Legal Aid Commission.
  - Identifies clients who may be appropriate for diversion and assists with that process.
  - Acts as special liaison to clients who are participating in Specialized Courts.
  - Researches and identifies the resources available within the community.
  - Provides assistance at trials to lawyers.
  - Interprets for defence counsel or arranges for interpretation for defence counsel.
  - Conducts interviews under the supervision and direction of lawyers.
  - Makes client referrals to appropriate community agencies including community justice committees, lawyer or court.
  - Assists with the preparation of Court documents for limited matters such as fine extensions, probation variations etc.
  - Commissions documents as Commissioner for Oaths.
  - Provides support to and liaises with community justice committees.
- 2. Participates in the provision of public legal education and information.**
  - Assists in the development and delivery of seminars and workshops, particularly those of assistance to the Regional Court Workers.
  - Assists in the preparation and distribution of informational material pertaining to the law (e.g., pamphlets and other publications).
  - Participates in initiatives within the N.W.T. that have crime reduction or Access to Justice as their mandate.
- 3. Performs program administrative duties.**
  - Observes established protocols for the opening, management and closing of client administrative files.
  - Provides statistical and other data as required by the Court Worker Supervisor.
  - Participates in all administrative functions designed for the due administration of the Legal Aid Act, Regulations and Policies of the Legal Aid Commission.
  - Provides general clerical duties as instructed by the Executive Director, including reception, filing, archiving and making and receiving deliveries.

4. Participates, as required, in the development and implementation of programs related to the objects and mandate of the Legal Aid Commission as set out in the Legal Aid Act, Regulations and Policies.

5. Participates in training and professional development.

#### **WORKING CONDITIONS**

No unusual demands

#### **Physical Demands**

No unusual demands

#### **Environmental Conditions**

No unusual demands

#### **Sensory Demands**

No unusual demands

#### **Mental Demands**

Incumbent may travel into the communities. Incumbent may also experience stress associated with justice issues in small communities where stakeholders, including accused, victim and their families may be known to the Court Worker.

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

- Knowledge of relevant legislation, criminal and civil procedure, and policies related to the provision of legal services to individuals and communities.
- Ability to maintain good relations with community services such as Band Councils, RCMP, Probation Services and Social Services.
- Ability to work effectively in a cross-cultural environment.
- Strong theoretical understanding of human behaviour and strong interpersonal skills.
- Excellent written and verbal communication skills.
- Proven case management ability and the ability to work independently with minimal supervision.
- Strong problem solving and time management skills.
- Strong organizational skills, computer skills and research skills.
- Proven case management ability and the ability to work independently from an off-site location with minimal supervision.

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

The completion of a high school diploma and training/course work offered through various colleges in justice or criminology or through on the job training offered by the Legal Aid

Commission, some post-secondary education in office administration and at least 3 years of experience working in a law office or similar office environment or a combination of the above.

The incumbent is required to have a valid Class 5 driver's license and must be prepared to occasionally travel by vehicle or by air to communities outside Yellowknife during all seasons.

The ability to speak an Aboriginal language of the Northwest Territories or French would be an asset.

### **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: Aboriginal Language - not specified**

- ☐ Required
- ☒ Preferred