



Government of  
Northwest Territories

**IDENTIFICATION**

Department	Position Title	
Justice	Judicial Executive Assistant, Territorial Court	
Position Number(s)	Community	Division/Region(s)
82-15019	Yellowknife	Headquarters

**PURPOSE OF THE POSITION**

The Judicial Executive Assistant provides confidential executive and administrative support to the judges and deputy judges of the Territorial Court. Ensures the effective and efficient coordination of administrative work within judicial chambers. Fulfills a liaison role between Territorial Court judiciary and the executive branches of the territorial government, the legal profession and the general public.

**SCOPE**

The incumbent provides executive assistant and administrative support services to the judges of the Territorial Court (primarily the four resident judges but also deputy judges). The incumbent must provide front-line liaison between the Court and the executive branch of the G.N.W.T., court staff, RCMP, Canadian Bar Association, Law Society of the NWT, members of the legal profession, media and the general public.

This position is located in Yellowknife and reports to the Senior Judicial Executive Assistant.

The incumbent works independently for extended periods of time.

**RESPONSIBILITIES**

**Participates in the administration of the Territorial Court to ensure the most efficient use of available Court and judges' time by:**

- Performing a diverse range of confidential, often complex, senior administration and support services to the judges of the Territorial Court.
- Contacting deputy judges for availability and making all arrangements for them to

preside in the NWT, including confirming current appointment status, arranging travel and accommodation, processing of expenses and sitting fees.

- Meeting with deputy judges as required in order to provide orientation as well as familiarizing them with respect to established policies, directives and procedures applicable to the administration of the Territorial Court.
- Ensuring the return of reviewed/updated/revised file information to the appropriate court staff in three court registries (Yellowknife, Hay River & Inuvik).
- Responding immediately to court schedule and assignment changes and ensuring that judges are advised appropriately of any changes.
- Scheduling pre-circuit and pre-trial conferences.
- Recognizing potential threats to the judiciary. Threats can come in different forms: telephone, regular mail, electronic mail or through physical contact. The Judicial Executive Assistant evaluates and reacts to any potential threats by contacting/ liaising with appropriate officials (Sheriffs/RCMP/Director) who would then take the required course of action.
- Fulfilling liaison role between the Territorial Court judiciary and senior levels (Minister and Deputy Minister) of the executive branch of the Territorial Government.
- Liaison/contact with outside agencies, e.g. RCMP, often on sensitive issues, on behalf of individual judges.

**2. Performs administrative duties to assist the judges and deputy judges in the day-to-day delivery of their responsibilities by:**

- Scheduling meetings, maintaining, updating and distributing court sitting schedule, keeping informed of the whereabouts of judges in order to facilitate prompt contact when necessary.
- Organizing travel, accommodation and travel expense claims for judges and deputy judges as required.
- Providing administrative support (i.e. taking and distributing minutes, reports, meeting location, travel, etc.) to the Chief Judge and judges who are members of numerous committees.
- Planning, coordinating and preparing materials for meetings between the judges, lawyers, RCMP, justices of the peace, senior government officials, community groups and members of the public.
- Receiving and screening, in a courteous and prompt manner, phone calls, visitors, and incoming mail to ensure the independence and impartiality of the judiciary is not compromised, i.e. vetting mail to ensure inappropriate requests are not viewed by a judge thereby affecting impartiality.
- Receiving inquiries from the media and responding to or re-directing as necessary.
- Keyboarding judgments, court schedules, reports, correspondence from written and dictated material, financial spreadsheets, speeches and minutes of meetings.
- Proofreading to ensure appropriate spelling and grammar is used, and on own initiative making changes to errors or obvious omissions.
- Obtaining supplies, equipment, judicial attire as required.
- Entering and verifying leave and attendance for judges in Peoplesoft.
- Researching and compiling information, through the Internet (Quicklaw) and other

sources as required by the judiciary.

**3. Duties of a clerical nature that relate to the Justice of the Peace Program, as may be directed by the Chief Judge or Senior Judicial Executive Assistant.**

- Acting as liaison between RCMP and justices of the peace for the purpose of scheduling meetings and court hearings for a variety of purposes;
- Scheduling justices of the peace for court sittings;
- Organizing travel, accommodation, advances and travel expense claims for justices of the peace;
- Assisting with coordination of justice of the peace training;
- Updating and maintaining JP manuals and training material;
- Tracking and ordering supplies as required for Justices of the Peace in the performance of authorized duties.

**WORKING CONDITIONS**

**Physical Demands**

As typically associated with an office environment.

**Environmental Conditions**

As typically associated with an office environment.

**Sensory Demands**

There is a need for concentrated levels of attention in particular when preparing and proofreading correspondence for the signature of the judges. These are subject to close scrutiny and 100% accuracy is essential.

**Mental Demands**

The workload can be heavy at times. There are sometimes pressures or stresses imposed because of deadlines or time constraints for the preparation of documents.

**KNOWLEDGE, SKILLS AND ABILITIES**

A. The responsibilities of the position require a thorough understanding of the respective roles of the executive branch of the government and the judiciary, i.e., the principle of judicial independence. This is essential, as the incumbent must be capable of balancing, in a delicate and professional manner, the fact of employment by the executive branch of the G.N.W.T. while working in a highly confidential position for the judicial branch in the N.W.T.

Fulfilling the responsibilities of the position requires extensive knowledge of:

- The court structure in the N.W.T. and Canada, and the role and functions of various

officers of the court in the administration of justice;

- The types of cases/disputes/litigation brought before the Territorial Court - criminal, civil, family, etc.;

B. To fulfill the executive assistant, administrative and secretarial support responsibilities the incumbent requires the following knowledge and skills:

- Good working knowledge of legal terminology, practices and procedures and formats for Court judgments and other Court documents and correspondence;
- Proficient knowledge of the *Rules of Court*, Practice Directions, *Territorial Court Act*, etc;
- Advanced word processing and proofreading skills;
- Demonstrated skills in legal research for both case law and statute law, via Court Library, Quick Law, Internet.
- Ability to conform to electronic Judgment Standardization & Canadian Citation Standards when processing judgments;
- Working knowledge of Court Information Management System (FACTS);
- Ability to accurately complete travel and expense claims for the judiciary(SAM);
- Knowledge of the *Financial Administration Act*, purchasing guidelines, contract authorities, etc. in order to accurately and effectively manage the corporate purchasing card.

This level of knowledge can be attained by post-secondary paralegal training or equivalent, and several years of experience in a legal environment, or as an executive assistant to a Minister, Deputy Minister, Chief Executive Officer, or equivalent level.

- The position requires an incumbent who has developed an ability to work with senior level officials in utmost confidence on important matters, some of which are highly sensitive. The individual occupying the position must display maturity, good independent judgment, have excellent interpersonal skills and be able to communicate effectively and tactfully with members of the legal profession, Court staff, senior government officials and the general public on behalf of the Territorial Court judiciary. As front-line representative of the judiciary, must display highest standards of probity and professionalism.

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

- An in-depth understanding of the respective roles of the executive and judicial branches of government;
- Comprehensive knowledge of court structures and processes;
- 5 years of experience in executive/legal environment (or formal paralegal training plus 3 years of experience) combined with several years of experience in word processing, research, preparing correspondence/reports, etc.;
- Executive assistant/paralegal courses at college level; and

Of paramount importance is the application of these skills with the personal traits of a highly organized, effective, efficient and committed individual.

### **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

**Aboriginal language:** To choose a language, click [here](#).

- Required
- Preferred