



IDENTIFICATION

Department	Position Title	
Justice	French Paralegal, Legislation	
Position Number	Community	Division/Region
82-1532	Yellowknife	Legislation/HQ

PURPOSE OF THE POSITION

Reporting to the Director, Legislation Division, the French Paralegal, Legislation is responsible for researching, preparing and oversight of all statutory appointments for all Departments of the Government of the Northwest Territories (GNWT). The French Paralegal, Legislation is also responsible for the review and preparation of all regulations and statutory instruments for execution, and for the preparation of Parts I and II of the *Northwest Territories Gazette (Gazette)*, as required by the *Public Printing Act*, including the translation of Government and Non-Government notices from English into French, and the preparation of bilingual statute tables and indices for the *Gazette*.

SCOPE

The position works directly with client contacts in GNWT Departments and Agencies, as well as some external appointing authorities, such as professional associations, who provide instructions for the development of statutory appointment documentation. This includes researching statutory appointment histories and legislative requirements, preparation of instruments and coordination of signatures and registrations, totaling approximately 950 instruments per year.

The position also prepares the *Gazette* on a monthly basis (totaling approximately 800 pages per year), translates all Government and Non-Government notices for inclusion in the *Gazette*, and formats and prepares them in both languages, and prepares the indices and tables of the *Gazette* in English and French (totaling approximately 200 pages in each language).

The position also:

- Coordinates the preparation, circulation and execution of approximately 150 regulations and statutory instruments annually;



- Registers all executed regulations and statutory instruments and corresponds with relevant clients respecting their status;
- Provides support services in respect of all legislative matters to the Director, Legislation Division, 4 English Legislative Counsel, 1 French Legislative Counsel, and the Legal Translator; and
- Offers back-up and surge coverage for the Editor, the Bilingual Legislative Technician and the Legislative Secretary.

RESPONSIBILITIES

1. Statutory Appointments and Revocations

- Receive all requests for statutory appointments or revocations. Review supporting documentation and enabling legislation to confirm the information provided and that the requested appointment or revocation is authorized by the statute and meets all statutory requirements, and research all existing appointments under the legislation in question;
- Correspond with internal and external clients to confirm instructions and seek to correct any outstanding issues;
- Prepare all necessary appointment or revocation instruments, coordinate the review of the instruments by Legislative Counsel, coordinate all necessary approvals, coordinate signature of instruments, register instruments and provide registered copies to clients;
- enter data into and maintain the accuracy of the appointments and revocations database for the whole of the GNWT;
- Maintain registers of appointments for inclusion in the *Gazette*;
- Identify and prioritize urgent or politically sensitive appointments or revocations and coordinate with clients, Ministers' offices and the Commissioner's to ensure timely execution of documents.

2. Northwest Territories Gazette

- Produce publication versions of all statutory appointments and revocations, regulations, and statutory instruments for inclusion in the *Gazette*;
- Translate English versions of Government and Non-Government notices into French for publication in the *Gazette*, and format and edit notices in both languages;
- Prepare the indices and tables of the *Gazette* in English and French, including proofreading and formatting.

3. Legislation

- Prepare letters and packages of documents to support the execution of regulations and statutory instruments;
- Circulate and monitor the progress of all packages through approval authorities and signatories;



- Maintain registers of all regulations and statutory and non-statutory instruments;
- Correspond with clients, Ministers' offices and the Commissioner's office in respect of instruments for registration.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

Requires long periods of high attention to detail, notwithstanding interruptions.

Mental Demands

The position is highly detail oriented and requires a high degree of focus for extended periods of time, while working on multiple tasks concurrently. Deadlines are often short and conflicting, meaning the incumbent must be able to deal with the stress of competing demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work at a strong technical level to research statutory appointments and legislative requirements;
- Ability to translate small legal documents with a high degree of precision;
- Ability to work in an environment requiring meticulous attention to detail;
- Excellent proofreading skills;
- Strong computer skills, including experience working in WordPerfect, Access, Word, and with other database software;
- Strong formatting and editing skills in electronic documents;
- Demonstrated ability to work independently;
- Demonstrated organizational and problem-solving skills;
- Strong project and task management skills, including an ability to track and manage timelines;
- Knowledge of legal terminology in both English and French;
- Ability to work well under pressure; and
- 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:

3-4 years of paralegal experience in a bilingual French-English office 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