



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Justice	Court Officer 1 – Supreme Court	
<b>Position Number(s)</b>	<b>Community</b>	<b>Division/Region(s)</b>
82-16450	Yellowknife	Court Services/HQ

## **PURPOSE OF THE POSITION**

Under the direction of the Manager, Supreme Court, the Court Officer 1 provides registry services and courtroom support for criminal and civil matters to the Supreme Court of the Northwest Territories.

## **SCOPE**

- Examines and returns or accepts documents for filing and/or issuing on behalf of the Supreme Court and Court of Appeal in order to determine compliance with legislative requirements (e.g. *Rules of the Supreme Court*, numerous (approximately 25) territorial and federal Acts, Court policies, directives and procedures) so that the documents can form part of the official file within strict time constraints;
- Must become familiar with and understand the legal implications/ramifications of issuing and/or filing the documents in compliance with legislative requirements and in a timely fashion in order to avoid potential lawsuits against the Courts, Court personnel or the GNWT, and the inherent financial and possible human implications;
- Learns to interpret *Rules of Court* and legislation for members of the legal community, general public and other clients;
- Performs statutory functions with direct supervision;
- Must conduct oneself at all times (including outside office hours) in a manner that will not cause the administration of justice to be or be seen to be in disrepute;
- Must at all times ensure that the independence of the judiciary is upheld;
- Regular contact with public, legal community, judiciary and other clients to provide and receive information, without giving legal advice;
- Holds the following statutory appointments:
  - Deputy Clerk of the Supreme Court

- Deputy Sheriff
- Approximately 850 cases commenced annually;
- Courts travel to virtually all communities in the Northwest Territories;
- Each court sitting may include a variety of hearing types with differing processes and forms;
- Maintains continuity of exhibits.

## **RESPONSIBILITIES**

### **1. Exercises statutory authority in accepting and processing court documents:**

- Assist with reviewing legal documents (i.e. Statements of Claim, Indictments, Summonses, Applications, motions, etc) for compliance with *Rules of Court*, legislation, Clerk's or Judge's directives; assists with identifying omissions or errors and learns corrective measures necessary before accepting documents for issuing and/or filing;
- Responds to a variety of inquiries within scope of knowledge from the legal profession, members of the public and other clients in a professional and clear manner, without giving legal advice;
- Calculates and assigns fees according to the appropriate fee schedules for Supreme Court;
- Accepts and accurately processes fees and trust monies in compliance with Court policies and generally accepted accounting principles.

### **2. Ensures the efficient operations of the Courts in the courtroom and in chambers:**

Pursuant to the *Rules of Court*, ensures the operation of the court or chambers sitting by:

- opening and closing court;
- reading charges;
- jury selection;
- accurately recording the proceedings on the court file for official court record;
- administering oaths to witnesses;
- receiving and marking exhibits and ensuring continuity is preserved;
- ensuring that the proceedings of the Court are efficient, orderly and dignified at all times;
- assists the court with scheduling dates for trials, other hearings or adjournments;
- operates digital recording devices and other equipment (eg. TV, VCR, witness screens, videoconferencing);
- accurately enters case data information and performs searches in FACTS and other court related databases.

### **3. Performs work required to prepare for and follow-up on specific court sittings:**

- Reviews files before court to determine completeness;
- Prepares and reviews dockets to ensure accuracy and completeness;
- Assists with reviewing court orders with the litigants, accused or offenders to ensure their understanding;
- Prepares courtroom prior to and at completion of sittings.

## **WORKING CONDITIONS**

### **Physical Demands**

Required to sit at a counter for extended periods, without regular breaks.

Frequency: 10-15 days a month      Duration: Up to 7.5 hours      Intensity: High

Required to sit for extended periods in court, without regular breaks, or the ability to move around.

Frequency – Occasionally                      Duration: up to 4 hours                      Intensity: Moderate

Lifting and carrying court exhibits to and from Court. (May include: chemicals, machinery etc.).

Frequency: Occasionally                      Duration: Brief                      Intensity: Moderate

Lifting and carrying heavy files to, and from, file room and basement.

Frequency: Daily                      Duration: Brief                      Intensity: Moderate

### **Environmental Conditions**

Travel in small planes and working in inadequate facilities on circuits.

Frequency: 2 times a month                      Duration: 5-10 days                      Intensity: Moderate to high

Handling of exhibits that may be toxic, contaminated or pose a health risk in some way

Frequency: 2 times a month                      Duration: Brief                      Intensity: Moderate to high

### **Sensory Demands**

Must sit still for extended periods at the front of the courtroom, while remaining alert to the proceedings and the needs of the judiciary.

Frequency: 2 days a week                      Duration: 1-5 hours a day                      Intensity: Moderate

Extended use of a computer for data entry.

Frequency: 15-20 days a month                      Duration: Up to 6 hours                      Intensity: Moderate

### **Mental Demands**

Dealing with people under stress who do not understand the judicial system and become hostile and abusive or continually have last minute deadlines for filing documents. Verbal abuse is not uncommon and physical threats are not unknown.

Frequency: Daily                      Duration: Varies                      Intensity: Moderate to high

Alleged facts and graphic exhibits entered in court may have an effect on personal and social life.

Frequency: Weekly                      Duration: Varies                      Intensity: Low to moderate

Constant awareness of unpredictability of responses and possible threats from clients while in court.

Frequency: Daily                      Duration: Varies                      Intensity: Moderate to high

May have to work extended hours as dictated by the Court with little or no advance notice.  
Frequency: Occasionally                      Duration:                      Intensity: Low to moderate

Post court documentation is often prepared under time constraints, and after normal working hours.

Frequency: Occasionally                      Duration: 1-2 hours                      Intensity: Moderate to high

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

- Aptitude for interpreting and explaining a variety of legislation including the *Rules of Court*;
- Ability to thoroughly understand of the role of an officer of the court and the independence of the judiciary is required to perform statutory duties;
- Ability to use tact and diplomacy when dealing with clients;
- Ability to understand and follow the principles of court conduct and decorum;
- Ability to write well and accurately record information;
- Public speaking skills in order to read charges, open/close court, etc.;
- Ability to communicate effectively with clients in a cross-cultural environment;
- Develop the ability to provide information to clients without providing legal advice;
- Must be self-motivated, detailed oriented, organized, and able to work independently in a fast paced multi-tasked environment that requires policies, procedures and protocol to be adhered to under strict time constraints;
- Good judgment, excellent interpersonal skills and initiative are required when making difficult decisions under the pressure of time constraints and public scrutiny;
- Accurate data entry skills and computer knowledge and ability consistent with the need to operate in a computerized environment.

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

Successful completion of grade 12 with 2-3 years' experience working independently in a multi-faceted office environment involving dealing with the public and meeting deadlines.

Experience in public speaking 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 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
- French not required

**Aboriginal language:** To choose a language, click here.

- Required
- Preferred