



IDENTIFICATION

| Department | Position Title | |
|-----------------|---------------------------|----------------------|
| Justice | Intern, Articling Student | |
| Position Number | Community | Division/Region |
| 82-17489 | Yellowknife | Legal Aid Commission |

PURPOSE OF THE POSITION

This position provides an opportunity to a graduate of an approved Canadian law school to complete the articling process so that the student will become eligible to practice law in the Northwest Territories.

SCOPE

The position contributes to and impacts the organization by allowing Legal Division and the Legal Aid Commission to recruit and retain lawyers to practice in the Northwest Territories.

RESPONSIBILITIES

1. Under the direction and supervision of his or her principal(s) and other legal counsel, the incumbent will.

- Conduct legal research, prepare legal memoranda.
- Prepare pleadings and other legal documents.
- Conduct witness/client interviews, examinations for discovery and hearings.
- Attend in Territorial and Supreme Courts or before other administrative bodies on various matters.
- Conducts registry searches.
- Acquire skills in other areas of law.
- The incumbent must comply with the requirements of the Legal Profession Act, the Rules of the Law Society of the Northwest Territories, the Code of Professional Conduct, and complete all components of the bar admission course as required by the Law Society of the Northwest Territories, along with successful completion of a bar admission examination.



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

- The incumbent will be required to have graduated from an accredited Law School and possess a Bachelor of Laws (LL.B.) or Juris Doctor (JD) degree. The incumbent must meet all the prerequisites as set out by the Law Society of the Northwest Territories and be eligible for membership as an articling student.
- The incumbent will be exposed to the practice of law in an “in-house” setting and as a legal aid lawyer. If possible, some experience in a private firm will be arranged. Under an appropriate level of supervision, the incumbent will be required to perform all necessary duties, assignments and work that is ordinarily required of an articling law student. Some, but not all, of the knowledge, skills and abilities that are gained through the articling process are: client interviewing, legal research skills involving primary, secondary and alternates sources of the law and electronic databases such as Westlaw and Canlii, legal drafting and writing skills, advocacy skills, and knowledge of the land titles, securities, courts, and other registry systems, including how to conduct searches of those registries.
- 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:

Graduation from an accredited Law School and possession of a Bachelor of Laws (LL.B.) or Juris Doctor (JD) degree. The incumbent must meet all of the prerequisites as set out by the Law Society of the Northwest Territories and be eligible for membership as an articling student.

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