



IDENTIFICATION

Department	Position Title	
Justice	Deputy Public Trustee	
Position Number	Community	Division/Region
82-2217	Yellowknife	Public Trustee

PURPOSE OF THE POSITION

This position, under the direction of the Public Trustee, is responsible for the day-to-day administration of a caseload of the protection and administration of the property and financial affairs of represented adults, missing persons, deceased estates, and minors under the legislated jurisdiction of the Office of the Public Trustee (OPT) of varying degrees of complexity, financial value and sensitivity. The incumbent collaborates with and evaluates recommendations made by multi-disciplinary professional teams consisting of lawyers, tax officers, financial advisors, administrative staff, and other stakeholders, with the members of the team dependent on the needs and circumstances of clients. Discretion is used to protect the dignity and rights of those who are vulnerable when the OPT is the most appropriate resource to provide support and protection.

SCOPE

The position is located in Yellowknife but serves the general public throughout the Northwest Territories. The variety and complexity of matters dealt is extensive. The incumbent must interact not only with members of the public throughout the NWT, but with many other federal, provincial, municipal and indigenous government offices across Canada. The incumbent must interpret various legislation, policies and procedures and apply that knowledge in the administration of estates and trusts, as well as explain their interpretation to clients, other staff, and on occasion, members of the public. The impact of not ensuring that matters are dealt with correctly or processed in a timely manner could have serious implications for the office of the Public Trustee and its clients.

Decisions made by the Deputy Public Trustee significantly impact the client and affected parties, with this position exercising professional judgment and independence in the application and interpretation of applicable legislation, regulations, policies and procedures. In addition, the



Deputy Public Trustee is expected to develop and implement creative and innovative solutions pertaining to program delivery for situations having minimal legislative or policy guidance.

The Deputy Public Trustee exercises independent decision-making authority within legislative and policy frameworks, including:

- Authorization of financial disbursements and asset transactions;
- Determination of estate and trust administration strategies;
- Interpretation and application of legislation and court orders.

Consultation with the Director is required on precedent-setting, exceptionally high-risk, or unusually complex matters.

RESPONSIBILITIES

1. Independently administers estates, trusts, and property matters in accordance with legislative authority, fiduciary obligations and court orders by:

- Exercising professional judgment in managing, safeguarding, disbursing, and accounting for assets under trusteeship or administration;
- Determining appropriate courses of action in complex and high-risk financial, legal, and human situations;
- Balancing legal compliance, financial prudence, ethical considerations, and client well-being in all decisions.

2. Act as statutory administrator for deceased estates, manage trust affairs for minors and perform the administration of trusts for mentally incapable persons by:

- Interpreting wills, intestacy legislation, probate requirements, and court orders;
- Determining beneficiaries, asset disposition strategies, and estate settlement approaches;
- Authorizing payments, resolving liabilities, coordinating asset transfers or sales, and ensuring timely estate closure;
- Preparing and approving estate accountings, tax filings, and clearance documentation.
- Establishing and overseeing trust accounts in accordance with legislation and fiduciary standards;
- Exercising discretion in approving disbursements for maintenance, education, and best interests of the child;
- Ensuring accurate accounting, tax compliance, and appropriate release of funds upon reaching age of majority.
- Interpreting court orders and guardianship frameworks;



- Managing income, assets, and benefits to support client needs while protecting long-term financial security;
 - Exercising judgment in disbursement decisions to balance care, safety, and financial sustainability;
 - Finalizing trust matters upon death, including asset distribution and reporting.
- 3. Applies and interprets complex and overlapping legislation including but not limited to estate, trust, Indigenous, tax, land and guardianship statutes by:**
- Determining legal authority and constraints for each case;
 - Explaining legislative interpretations to clients, families, professionals, and stakeholders;
 - Ensuring all actions withstand legal, audit, and public scrutiny.
- 4. Represents the Office of the Public Trustee in high-risk, emotionally charged and sensitive interactions by:**
- Communicating complex legal and financial information clearly and professionally;
 - Managing conflict, distress, and challenging behaviors with empathy and authority;
 - Acting as a Notary Public for sworn statements and legal documentation;
 - Supporting audits and external reviews by providing accurate and defensible records.
- 5. Is accountable for identifying, assessing and mitigating financial, legal and personal risk by:**
- Evaluating potential impacts and consequences of fiduciary decisions;
 - Ensuring accurate documentation of all actions, decisions, and rationales;
 - Maintaining confidentiality, ethical standards, and professional integrity in all matters.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

The position will work directly with the clients in the office as well as in the community and on home visits. Due to the type of work, there will be exposure to the unpredictability and nature



(mental health, addictions, cognitive challenges, and trauma) of the clientele, and there may be threats of physical confrontation with those who are high risk, highly intoxicated, or under the influence of substances, and dealing with mental health issues.

The incumbent may be exposed to information of trauma and dysfunction that may include stories of physical/ sexual abuse, homelessness, and violence. Exposure to verbally abusive or impaired people; exposure to people in various degrees of emotional distress.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of estate, trust, guardianship, tax, and fiduciary law within federal, territorial, and Indigenous contexts;
- Ability to interpret legislation, court orders, and policy and apply them to complex, non-routine situations;
- Financial and accounting knowledge, including trust accounting and income tax requirements;
- High-level judgment, critical thinking, and risk assessment capabilities;
- Ability to manage sensitive client relationships with empathy, authority, and professionalism;
- Written and verbal communication skills for legal, financial, and public contexts;
- Ability to work independently under pressure, manage competing priorities, and meet statutory deadlines.
- 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:

University degree in a relevant field with 3 years of experience.

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