



IDENTIFICATION

Department	Position Title	
Justice	Paralegal, Corporate Registries	
Position Number	Community	Division/Region
82-2275	Yellowknife	Legal Registries/HQ

PURPOSE OF THE POSITION

The Paralegal, Corporate Registries (“Paralegal”) supports the Team Lead, Corporate Registries with the administration of the Corporate Registry (“Registry”). The Paralegal has specialized training and skills in business organizations and corporate/commercial legal matters based on extensive experience in corporate/commercial law. The Paralegal ensures the work of lawyers and paralegals was completed correctly, and in compliance with statutory or registry requirements.

SCOPE

The Paralegal reports to the Paralegal Team Lead, Corporate Registries in Yellowknife and works with 1 other Paralegal, and 1 Paralegal Assistant. The Paralegal holds the statutory appointment of Deputy Registrar under the applicable statutes.

Under the *Business Corporations Act*, *Societies Act*, and *Co-operative Associations Act*, Corporate Registries is responsible for incorporating business corporations, co-operative associations and societies as well as registering corporations incorporated elsewhere but carrying on business in the NWT. The Registries are also responsible for registering limited partnerships, limited liability partnerships, partnerships and business names under the *Partnership and Business Names Act*. All documents and records are available for inspection by the general public. Under the *Evidence Act*, Corporate Registries reviews applications from individuals to be appointed as a Commissioner for Oaths or a Notary Public and recommends to the Minister that suitable applicants be appointed. Pursuant to the *Securities Act*, the Office of the Superintendent of Securities is responsible for providing protection for investors by:

- Licensing securities dealers and their officers and salespersons;
- Ensuring that companies disclose sufficient details of its activities and finances before it sells its shares or other securities to the general public, which includes considering

- numerous complex applications for discretionary relief from statutory requirements; and
- Initiating enforcement action for non-compliance with securities legislation, which can involve coordinating action with other jurisdictions and the RCMP.

As legal staff, the Paralegal is a representative of the Registrar/Director and of the Registry and must be reliable to maintain the confidence of the office. The Paralegal's powers are defined by legislation and delegations/instructions, in a workplace where precedents are available, but when in doubt, questions are referred to the Paralegal Team Lead or Director.

The Paralegal is responsible for the legal review of documents submitted for registration. The documents are of varying complexity and must be carefully examined to ensure they comply with statutory requirements and the common law. Submissions are often lengthy, detailed, and complex documents written with formal legal language. In conducting the examination, the Paralegal must be able to accurately review a lawyer or other paralegal's work to identify errors, a skill obtained after extensive training or experience. This level of examination, to know and understand documents and make a decision if the submitter's work was correct, and to explain legal and registry systems, requires the Paralegal to have knowledge, skill, abilities, and experience that is comparable to, or exceeds, typical paralegals or similar positions.

RESPONSIBILITIES

1. Review documents submitted for registration; ensuring compliance with legislation and the common law.

- Reviews registrations submitted for registration under the *Business Corporations Act*, *Societies Act*, *Co-operative Associations Act*, and *Partnership and Business Names Act* to ensure they are acceptable for registration and comply with statutes and applicable jurisprudence.
- Acts as a delegated decision maker to determine if submissions comply with the law and registry requirements, or not.
 - Returns documents unacceptable for submission with a detailed, written explanation of the deficiencies. The accuracy and sufficiency of the reasons can be grounds for an appeal and have the potential to expose the GNWT to legal liability.
 - Responds to any subsequent enquiries regarding deficiencies.
- Provides search services for the public, companies and lawyers.
- Collects and reconcile statutory fees.
- Prepares notices required for publication in the Northwest Territories Gazette.
- Accuracy and quality of the review by the Paralegal is of utmost importance; delays or improper registration or return of documents by the Paralegal can significantly affect business and commerce (e.g. businesses may not be able to operate, fail to obtain financing, or be faced with a claim of breach of contract) and may subject the GNWT to liability.

2. Supports staff in the Securities Section of Legal Registries.

- Provides backup to the Securities section of Legal Registries.

- Administers submissions for securities including:
 - Reviews and, where the application is complete and the individual is registered where they are resident, approves applications for registration of non-resident salespersons or officers submitted electronically on NRD (National Registration Database).
 - Receives, reviews and records change notices for individuals registered as salespersons or officers submitted electronically on NRD (National Registration Database).
 - Receives, reviews and records the electronic filing on SEDAR (System for Electronic Document Analysis and Retrieval) of notices required to be filed under the *Securities Act* and applicable *Rules* and *Regulations*.

3. The Paralegal explains, educates and provides training to clients.

- Provides information to the public, the legal profession, and various government departments in response to enquiries.
- Provides advice as to other sources of information or other GNWT or municipal offices that may help achieve the client's objective.
- Provides training, public education and information services to frequent users of the Registries, paralegals and the public regarding registration standards and office policy.
- Provides information to, trains, and mentors junior staff and Paralegal Assistants.

4. The Paralegal assists with enforcement action by the Director.

- Identifies corporations and businesses in default of the requirement to register, or in default of ongoing filing requirements.
- Takes steps to enforce corporate filing requirements by contacting those in default, and if the corporation is not responsive takes additional steps to cancel or dissolve non-compliant corporations and societies.

5. The Paralegal administers and supports the development of electronic computer systems.

- The Paralegal works in a complex electronic environment with unique registry computer and electronic systems. This requires the Paralegal to be capable of communicating with computer programmers to develop computer systems. These skills require the Paralegal to understand registration principles, but to also communicate these, combined with business practices, to IT staff. Inaccuracies or errors can expose the GNWT to liability.
- The Paralegal must be able to instruct or guide users (clients, the public, other paralegals) how to use computer applications. This requires the Paralegal to be able to effectively and clearly communicate applications into plain language and to troubleshoot IT problems.
- Communicates with IT professionals to explain business practices and registry requirements for the contractor to build IT applications.
- Conducts IT and application testing, evaluation and development.
- Recommends improvements to existing computer applications or systems.
- Provides training on system capabilities and functions to the public.

6. The Paralegal assists the Team Lead with the administration of the Registries.

- The Paralegal works in a team and customer service environment. The Paralegal must be able to work well with the public; with the ability to explain the registry system to frustrated and upset customers (including lawyers or persons now facing legal or financial consequences) with a high degree of tact and diplomacy. In so doing, the Paralegal will need to be able to explain why submissions were incorrect with confidence and professionalism. Dissatisfied customers may raise the matter to a political level and this position is responsible for ensuring clients are given information and influenced in a positive way. Furthermore, the Paralegal provides educational and technical assistance to clients, including members of the public, law firms, government agencies and corporations.
- Regardless of work volume, staff vacancies, or leaves of absences, there must be sufficient staff to perform all functions during statutory business hours, to maintain the consistent flow of registrations. As such, teamwork is critical and the incumbent must have flexible or staggered lunch, breaks, and leaves of absence with the team to ensure business operations continue uninterrupted; such demands may be imposed with little or no notice.
- Drafts correspondence.
- Acts as the Paralegal Team Lead as required.
- Provides requested copies and certified copies of documents.
- Assists maintaining Registries' records.
- Conducts financial reconciliations and deposit of revenue as required.
- Maintains statistical information regarding the registry operations.
- Undertakes projects (for example: taking steps to identify problems and initiating remedial action; updating manuals; updating precedents; preparing materials for the website; updating records to reflect expired registrations).
- Completes all other tasks or projects assigned in the administration of the Registries.

WORKING CONDITIONS

Physical Demands

Most of the incumbent's time is spent in a sitting position with frequent opportunity to move about, but will be required to lift heavy materials and supplies on a regular basis.

Data entry for extended period can lead to fatigue and errors.

Environmental Conditions

No unusual demands.

Sensory Demands

Requires high attention to detail in reviewing complex and lengthy legal documents to ensure compliance with legal requirements with 100% accuracy.

The processing of documents will involve frequent interruptions on a daily basis.

Good listening and excellent communication and intuitive skills are required at all times.

Mental Demands

Concentrated attention to detail/accuracy in the review and preparation of legal documents.

The incumbent will be regularly exposed to a moderate level of mental stress. Responding to public demands and dealing with difficult clients on a regular basis can be stressful. The incumbent will frequently encounter irate and unreasonable clients that do not accept the explanation of legislation or policies causing a moderate degree of mental stress.

The incumbent will face continuous pressure to complete registrations within tight timeframes. Responding to registration deadlines even in circumstances beyond the person's control, such as high volumes of submissions or staff shortages. The incumbent lacks control over work pace due to irregular workflow and frequent changes in the nature and subject matter often involving significant and abrupt change in focus.

KNOWLEDGE, SKILLS AND ABILITIES

- Seasoned knowledge of business organizations and registration procedures.
- Knowledge of computer and IT electronic registration and registry search systems.
- Critical level of human relations, interpersonal and communication skills to provide customer service in a professional and courteous manner, and work with and influence upset or frustrated customers.
- Good organizational and time management skills.
- Basic understanding of computer programming skills.
- Proven attention to detail and ability to review and analyze legal documents.
- Ability to communicate both orally and in writing with the public, legal profession and stakeholders with clarity and tact.
- Ability to work in a computerized office environment utilizing advanced word processing functions, database, and spreadsheet, including an ability to work with specialized computer systems and applications.
- Ability to deal with unhappy clients with tact and diplomacy.
- Ability to work both independently and collaboratively in groups.
- Ability to translate registration matters into business processes and computer programming.
- Ability to recognize unique issues/situations and deal with them appropriately.
- It would be an asset if the Paralegal was bilingual, English and French.

Typically, the above qualifications would be attained by:

A college paralegal diploma, 3 years' experience working as a paralegal and 1 year of experience using registry computer systems or related information technology.

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: To choose a language, click here.

- Required
- Preferred