



IDENTIFICATION

Department	Position Title	
Justice	Legal Assistant	
Position Number	Community	Division/Region
82-3193	Yellowknife	Public Trustee

PURPOSE OF THE POSITION

The Legal Assistant provides advanced legal, paralegal, and administrative support services to the Office of the Public Trustee to enable the effective, lawful, and timely administration of estates, trusts, and represented person files across the Northwest Territories.

The position is responsible for ensuring that court documents, legal filings, records, and related administrative processes are prepared and managed accurately and in compliance with applicable legislation, policies, and procedural requirements, thereby reducing legal, financial, and compliance risks to clients and the Government of the Northwest Territories.

SCOPE

The Legal Assistant is located in Yellowknife and reports to the Public Trustee or designate. The position supports a diverse and complex caseload of estates, trusts, and represented person files involving varying degrees of legal, financial, and personal complexity across the Northwest Territories.

The incumbent exercises judgment within established legislative, procedural, and policy frameworks to prioritize workloads, manage limitation and filing deadlines, determine the completeness and accuracy of court and registry documents, and identify issues requiring escalation to the Public Trustee or Public Trustee Officers.

The position requires frequent interaction with emotionally distressed or vulnerable individuals and regular liaison with courts, financial institutions, legal professionals, government departments, and service providers, requiring professionalism, discretion, and sensitivity.



The Legal Assistant holds and maintains appointments as a Notary Public and performs related duties as required. This position supports office operations and special projects assigned by the Public Trustee or designate.

The Legal Assistant operates with limited supervision on assigned files and determines the appropriate administrative and procedural steps required to advance matters within defined legislative and policy frameworks. The incumbent identifies risks, deficiencies, and unusual issues and refers matters outside delegated authority to the Public Trustee or Public Trustee Officers.

RESPONSIBILITIES

1. Performs Court and Legal Document Administration by:

- Independently preparing, drafts, reviews, and filing a wide range of legal documents, including court applications, affidavits, correspondence, and statutory forms related to estates, trusts, and represented persons, ensuring accuracy, compliance, and adherence to court and registry requirements.
- Coordinating court filings, registrations, searches, and service of documents with the Supreme Court, Territorial Court, Land Titles Office, and legal registries, and following up to ensure matters proceed within required timelines.

2. The Legal Assistant is responsible for file management and compliance control by way of:

- Maintaining bring forward, limitation date, and diary systems, and exercising judgment to prioritize actions and flag legal, procedural, or timing risks to supervisors.
- Establishing, maintaining and closing physical and electronic files in accordance with GNWT records management standards, ensuring file integrity and audit readiness.

3. The incumbent performs the duties of client and stakeholder liaison by:

- Serving as a primary point of contact for routine inquiries from clients, families, beneficiaries, financial institutions, and service providers, providing accurate information within delegated authority and referring complex or contentious issues for review.
- Documenting all substantive communications and ensuring complete and reliable file records.

4. Provides operations and financial support by:

- Processing payments, tracking receipts, maintaining financial and statistical records, and performing Financial Clerk duties on a relief basis, in accordance with established controls and procedures.



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. 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, adult protection, and public trustee legislation, practices, and processes, or the ability to acquire and apply this knowledge within established frameworks.
- Knowledge of legal terminology, court procedures, document preparation standards, and registry requirements.
- Ability to interpret and apply legislation, policies, and procedural guidelines to routine and non routine administrative and legal support issues.
- Organizational and time management skills with demonstrated ability to manage competing priorities, strict deadlines, and high risk files requiring precision and discretion.
- Interpersonal and communication skills, including the ability to interact professionally with individuals experiencing grief, stress, trauma, or vulnerability.
- Proficiency in Microsoft Office applications, electronic document and records management systems, databases, and financial tracking or case management tools.
- 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:

Completion of office administration program with one year 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