



IDENTIFICATION

Department	Position Title	
Justice	Judicial Executive Assistant	
Position Number	Community	Division/Region
82-3242	Yellowknife	NWT Courts (S.C. Judges' Chambers)

PURPOSE OF THE POSITION

Provides confidential executive and administrative assistance to the highest level of the judiciary in the N.W.T. Acts as executive assistant to the judges of the Supreme Court. Ensures the effective and efficient coordination of work. Fulfills liaison role between Supreme Court judiciary and the executive branches of the territorial and federal governments, the legal profession and the general public. This position also provides assistance to the Senior Judge of the Supreme Court when required.

SCOPE

This position is located in a secured area in the Supreme Court Judges' Chambers at the Courthouse Building in Yellowknife, the judicial centre of the N.W.T. This position reports to the Senior Judicial Executive Assistant. The incumbent, together with the Senior Judicial Executive Assistant, provides executive assistant and administrative support services to the judges of the Supreme Court and Court of Appeal - primarily to the four resident judges but also to visiting, non-resident deputy judges (approximately 50) and the judges of the Court of Appeal (approximately 20).

In addition, the incumbent is the liaison between the judiciary and the executive branch of the G.N.W.T. and the Government of Canada (primarily federal Department of Justice). The incumbent also has regular interaction with court staff, Justices of the Court of Appeal, Judges of the Territorial Court, Royal Canadian Mounted Police, Canadian Bar Association, Law Society of the N.W.T., Office of the Commissioner for Federal Judicial Affairs, senior members of the Canadian judiciary, members of the legal profession, media and the general public.

RESPONSIBILITIES

1. Provides confidential administrative support to the Supreme Court judiciary.

- Responding to correspondence and other communications/requests. Keeping the Judges informed and briefed on a regular basis on any developing issues of concern to the Supreme Court or Court of Appeal, following emerging issues and providing an analysis of how such emerging issues might impact the Courts, e.g., on the Courts' independence or the constitutional functions of the Courts.
- Assisting in maintaining the Judicial Assignment Roster and Court Calendar.
- Compiling statistical data on various matters for the assistance of the Judges, including pending cases in Yellowknife and other N.W.T. communities.
- Maintaining general knowledge of administrative policies in the Office of the Commissioner for Federal Judicial Affairs with respect to judges' compensation, benefits, expenses, travel claims, personnel policies, educational training, language training, etc.
- Holds statutory appointment as a Deputy Clerk of the Supreme Court for the filing of judgments.
- Preparation of formal judgments, orders and other legal documents in an accurate format, timely and professional fashion and in accordance with the Rules of Court, Judgments Standard, Canadian Citation Standards, etc. and filing and distribution of judgments.
- Dealing with all correspondence, telephone and electronic enquiries on behalf of the judiciary and taking action and/or making referral as appropriate.
- Liaising with members of the bar in arranging and scheduling for individual judges' pre-trial conferences, case management conferences, and appointments generally.
- Making travel arrangements for individual judges for court circuits, education seminars, etc. and completing travel claims as required.
- Preparation and processing of travel claims and other reimbursable expense claims in accordance with federal policies and guidelines.
- Liaising with Court staff on behalf of the judiciary and also with other departmental staff, e.g., technical support for judges' computers, etc.
- Maintaining confidential filing system for judges – judgments, correspondence, topical, etc.
- Maintaining judges' library (updates, etc.)
- Conducting legal research and/or coordinating extensive research by library staff in Court Library, QuickLaw or Internet.

2. Acts as liaison for the Supreme Court judiciary.

- Liaison between the Supreme Court judiciary and senior levels (Minister and Deputy Minister) of the executive branches of the G.N.W.T. and Government of Canada.
- Tactfully, but firmly, maintain the independence of the judiciary and protect the judiciary from interference or unwarranted interruptions in the discharge of their functions.
- Liaising/contact with outside agencies, e.g. R.C.M.P., often on sensitive issues, on behalf of individual judges.

- In the absence of any staff legal officer, the incumbent deals with unwarranted attempts by litigants, lawyers, media, etc. for access to Supreme Court judges and refers inquiries to the proper source or venue – Clerk of the Court, the formal courtroom, other courts, Court official, etc.

WORKING CONDITIONS

Physical Demands

The incumbent may have to lift heavy boxes and files (up to 40 lbs) while performing their duties.

Environmental Conditions

Typical associated with an automated office environment.

Sensory Demands

There is a need for concentrated levels of attention in particular when preparing and proofreading Reasons for Judgment and correspondence for the signature of the judges. These are subject to close scrutiny and 100% accuracy is essential.

Mental Demands

The workload can be heavy at times. There are sometimes pressures or stresses imposed because of deadlines or time constraints for the preparation of judgments.

Some mental stress may be experienced because of the disturbing nature of the cases required to be dealt with by the judiciary.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough understanding of the respective roles of the executive branch of the government and the judiciary, i.e., the principle of judicial independence.
- Capable of balancing, in a delicate and professional manner, the fact of employment by the executive branch of the G.N.W.T. while working in a highly confidential position for the senior level of the judicial branch in the N.W.T.
- Knowledge of the court structure in the N.W.T. and Canada, and the role and functions of various officers of the Court in the administration of justice;
- Knowledge of legal, social, cultural and political issues in the N.W.T. relating to the administration of justice;
- Knowledge of the types of cases/disputes/litigation brought before the Supreme Court – criminal, civil, judicial review, etc.;
- Knowledge of the statutory role and function of Judicial Council of the N.W.T., and various external agencies, e.g., Canadian Judicial Council, Office of the Commissioner for Federal Judicial Affairs, National Judicial Institute, etc.
- A demonstrated ability to effectively manage and coordinate activities in support of the work and objectives of the Supreme Court judiciary;

- Good working knowledge of legal terminology, practices and procedures and formats for Court judgments and other Court documents and correspondence;
- Proficient knowledge of the *Rules of Court*, Practice Directions, *Judicature Act*, *Jury Act*, etc;
- Advanced word processing and proofreading skills;
- Advanced shorthand and Dictaphone experience;
- Demonstrated skills in legal research for both case law and statute law, via Court Library, Quick Law, and Internet.
- Ability to conform to electronic Judgment Standardization & Canadian Citation Standards when processing judgments;
- Working knowledge of Court Information Management System (FACTS);
- Ability to accurately complete travel and expense claims for the Senior Judge (Federal Government forms);
- Knowledge of the *Financial Administration Act*, purchasing guidelines, contract authorities, etc. in order to accurately and effectively manage the corporate purchasing card.
- A demonstrated ability to work with senior level officials in utmost confidence on important matters, some of which are highly sensitive.
- Display maturity, good independent judgment, have excellent interpersonal skills and be able to communicate effectively and tactfully with members of the legal profession, Court staff, senior government officials and the general public on behalf of the Supreme Court judiciary.
- Must display highest standards of probity and professionalism.

Typically, the above qualifications would be attained by:

5 years' experience in executive/legal environment (or formal paralegal training plus 3 years' experience) combined with several years of experience in word processing, research, preparing correspondence/reports, etc., an in-depth understanding of the respective roles of the executive and judicial branches of government, and comprehensive knowledge of court structures and processes.

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