



IDENTIFICATION

Department	Position Title	
Justice	Legal Counsel II	
Position Number	Community	Division/Region
82-4941	Yellowknife	Legal Division

PURPOSE OF THE POSITION

The Legal Counsel II position is responsible for ensuring that the administration of public affairs accords with the law as well as conducting litigation on behalf of the Government and/or providing legal advice to, and legal services for, the Government.

SCOPE

This position is located in Yellowknife and reports to the Director, Legal Division. The incumbent works on clearly defined matters and conducts most assigned work independently. Work is assigned by the Director, more senior counsel, or under specific circumstances, a client department. Legal assignments, although of varying impact, are increasingly of a less routine nature.

RESPONSIBILITIES

1. Provides services to Ministers and senior public servants.

- Prepares routine legal documents
- Performs research, prepares opinions and gives legal advice
- Assists senior legal counsel

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

Those experienced during fly-in circuit courts to small communities and in particular, informal court settings.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Law degree and membership in the NWT Bar;
- Knowledge of and experience in:
 - the laws of Canada and the Northwest Territories
 - Aboriginal and northern issues in general, and/ or
 - Government policies and initiatives

Typically, the above qualifications would be attained by:

Two or more years doing either similar legal work as contemplated, or of a type and breadth as to demonstrate competence in a government legal counsel environment.

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