



IDENTIFICATION

Department	Position Title	
Justice	Paralegal Team Lead, Property Registries	
Position Number	Community	Division/Region
82-6285	Yellowknife	Legal Registries

PURPOSE OF THE POSITION

The Paralegal Team Lead, Property Registries (“Team Lead”) supports the Registrar of Land Titles and Personal Property (“Registrar”) with the administration of the Land Titles Office and Personal Property Registries (“Registry”). The Team Lead is responsible for the day-to-day oversight of the Registry’s activities. The incumbent is a highly experienced paralegal with specialized knowledge of real estate conveyancing who supervises the work of other Paralegals. As a result, the freedom to act is generally regulated within set precedents and under the direction of the Registrar, or in the absence of the Registrar has freedom to exercise the Registrar’s statutory powers.

SCOPE

The Team Lead reports to the Registrar in Yellowknife and supervises 3 Paralegals, 1 Intern, Paralegal, and 2 Paralegal Assistants. The Team Lead holds statutory appointments as Deputy Registrar under both the *Land Titles Act* and the *Personal Property Security Act*. Under the *Land Titles Act*, the Land Titles Office is responsible for the review and approval for registration of all property interests in privately owned land in the Northwest Territories, which includes land owned by municipal and Indigenous governments. Under the *Personal Property Security Act*, the Personal Property Registry supports a legal system where financiers of personal property protect their interest in the property collateral by filing notice of their interest in order to establish legal priority against other creditors or subsequent purchasers of the property.

As legal staff, the Team Lead is a representative of the Registrar and must be reliable to maintain the confidence of the office. The position administers and oversees the enforcement of the statutory and Registry requirements by the staff. The documents being reviewed are of varying complexity and the Team Lead must ensure the more junior Paralegals have carefully examined the documents to ensure the submissions meet statutory requirements and the common law.



Most submissions are often lengthy, detailed and complex legal documents written with formal legal language.

The Team Lead performs such duties and tasks or exercises such powers as delegated and assigned by the Registrar. The Team Lead must regularly act as the only responsible official in the office with responsibility to independently make registration decisions and solve problems where a supervisor may not be present, or due to the Torrens principles, may not have time to be referred to the Registrar. In such circumstances the Team Lead must be able to solve problems and make decisions typically made at the level of a specialized legal counsel in the Team Lead's area of expertise.

RESPONSIBILITIES

1. The Team Lead will supervise the Registry's registration and its associated processes under the direction of the Registrar.

- Responsible for ensuring the registration process is completed within 48 hours of submission. Delays or improper acceptance or return of documents can significantly affect real estate transactions and commerce (e.g. closings may be delayed, financing extended, or transactions may not close, resulting in litigation) and may subject the GNWT to liability against the Assurance Fund.
- Verifies that the work of other Paralegals, Paralegal Assistants, and other staff was done correctly and in compliance with statutes and the common law.
- Conducts final reviews and registers the submissions.
- Ensures that all revenue is properly receipted and is reconciled on a daily basis.
- Ensures workflow statistics are recorded.
- Responds to complex title search enquiries which other staff are unable to answer.
- Assumes the responsibilities of the Registrar in the Registrar's absence.

2. The Team Lead supervises staff and communicates with the staff and the public.

- The incumbent must be able to understand and influence the needs of clients, lawyers, and governments. The Team Lead will need to be able to explain the Registry's systems with frustrated and upset lawyers with tact and diplomacy.
- Provides information on legislative requirements, registration standards, and office policy to the public.
- Supervising junior Paralegals, Interns, and Paralegal Assistants.
- Ensuring that staff properly review documents submitted for registration.
- Provides on-the-job training to staff.
- Provides guidance on legal requirements for registrations and the procedures for the review and processing of documents.
- Identifies priorities for staff according to the workload on a day-to-day basis.
- Develops office policy or procedures and manuals.



- Assists the Registrar with the administration of the Personal Property Registry.

3. The Team Lead implements operational initiatives under the direction of the Registrar.

- Plans, coordinates and implements projects as assigned (for example: taking steps to identify problem titles and initiating remedial action; updating manuals; precedents; preparing materials for the website; updating records to reflect expired registrations).
- The Team Lead works in a complex electronic environment with various unique registry computer systems. This requires significant knowledge of computer systems used in a registry. The Team Lead must be able to understand computing logic and concepts to be capable of working and communicating with computer programmers to develop computer systems. Furthermore, the Team Lead must be able to teach staff how to use systems to a degree where staff can clearly communicate computer applications into plain language and to troubleshoot problems.
- Identifies systems needs and problems and possible solutions.
- Ensures records and Registry documents are properly maintained.
- Completes all other tasks or projects assigned.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

Requires extremely high and concentrated attention to detail in the review of complex and lengthy legal documents, to ensure compliance with 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.

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 that must be adhered to even in circumstances beyond this position's control, such as high volume of submissions or staff shortages can be stressful. The incumbent lacks control over work pace due to irregularities in workflow and frequent changes that often involve a significant and abrupt change in focus.

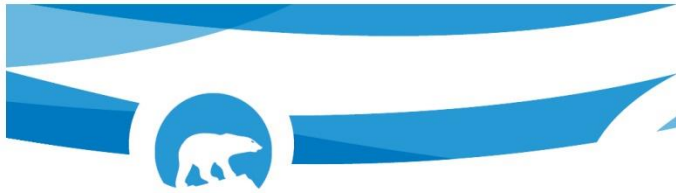
KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of commercial law conveyancing processes to make determinations if documents are acceptable for registration.
- Vocational knowledge of computer and IT electronic registration and search systems.
- Analytical and advanced problem-solving skills.
- Human relations, interpersonal and communication skills to provide customer service in a professional and courteous manner, and work with upset or frustrated customers.
- Leadership and management skills where leading, motivating a team and human relation skills are at a critical level.
- Requires financial skills to reconcile and verify payments, and maintain statistics / business performance measures.
- Interpersonal skills and ability to work in a team environment.
- Organizational and time management skills.
- Ability to interpret law, policies and procedures to provide guidance to paralegals and other staff.
- Attention to detail to review, analyze and interpret legal documents and plans of survey.
- Ability to supervise, lead, motivate and train staff.
- Ability to work in a computerized office environment utilizing advanced word processing functions, database, and spreadsheet, including land titles computer systems and applications.
- Ability to communicate both orally and in writing with the clients.
- Ability to deal with unhappy clients with tact and diplomacy.
- Ability to recognize unique issues/situations and deal with them appropriately.
- 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:

A college paralegal diploma, three years of relevant experience including one year of experience using registry search and registration computer or electronic systems.

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