



## IDENTIFICATION

Department	Position Title	
Justice	Administrator, NWT Courts	
Position Number	Community	Division/Region
82-6621	Yellowknife	Court Services/HQ

## PURPOSE OF THE POSITION

Manages the day-to-day operations of all the Northwest Territories Courts. Holds seven statutory appointments and exercises the independence, powers and functions of these statutory appointments according to law and judicially accepted practices and procedures. Responsible for the overall operation of two Satellite Registry Offices. Has a unique (1 of 2 positions in the GNWT) dual reporting relationship. Reports to the Director of Court Services and reports to the Senior Judge of the Supreme Court and to the Chief Judge of the Territorial Court.

## SCOPE

- Supervises approximately 35 staff and has direct supervision of 3 staff in Yellowknife and 1 in Hay River; Responsible for the Civil and Criminal Divisions, Sheriffs Services, Administrative section and two Satellite Registry Offices of Courts;
- Required to have a working knowledge of the Collective Agreement, Public Service Act, HR Manual, Financial Administrative Manual, FAA, Criminal Code, Rules of Court for five Courts, and all territorial Acts and Regulations, as well as a number of Federal Acts;
- Accountable to 6 resident judges, who together represent the Territorial, Supreme and Court of Appeal in the NWT, as well as numerous Deputy Judges from other jurisdictions;
- Holds the following statutory appointment: Clerk of the Territorial Court, Justice of the Peace, Clerk of the Supreme Court, Registrar of the Court of Appeal, Registrar in Bankruptcy, District Administrator of the Federal Court of Canada and the Sheriff of

the Northwest Territories; Responsible for the daily management of all Courts (civil and criminal) in the NWT, which includes Territorial Court (youth/adult criminal, small claims, child welfare, maintenance enforcement), Supreme Court (criminal, civil claims, divorce, estate), Court of Appeal (includes both civil and criminal), Bankruptcy and Federal Court;

- Performs quasi-judicial functions as Taxing Officer and Registrar in Bankruptcy;
- Required to interpret and apply Rules of Court and other legislation for Territorial, Supreme, and Court of Appeal;
- Responsible for assessing the impact of and ensuring implementation of new legislation or revisions/amendments to existing legislation for all Courts;
- Responsible for Courts' human resource, financial, administrative and system needs, and balancing the requirements of the judiciary with the requirements of the department/government;
- Staff court facilities located in Yellowknife, Inuvik and Hay River;
- Approximately 2,500 civil cases filed annually; Approximately 10,000 criminal matters commenced annually; Manages a \$3 million O&M budget;
- Manages a 2.2 million Salaries & Wages budget;
- Approximately \$2 million worth of goods and land seized by the Sheriff's office annually;
- Approximately \$1 million of trust funds processed annually;
- Approximately \$750,000 fines and fees processed annually;
- Develops policies, procedures and training programs to ensure that the Courts and Sheriff's office run efficiently and in compliance with legislation;
- Court representative on inter-jurisdictional meetings;
- Liaises with judiciary, senior managers, justice staff, legal community, court officials from other jurisdictions (provincial and federal) and the public.

## **RESPONSIBILITIES**

### **1. Manages the day to day financial, human resources and administration of the NWT Courts.**

- Prepares budgets for all sections and monitors expenditures;
- Makes recommendations to Director and/or Judiciary regarding facilities, budget and major changes of currently accepted practices and procedures;
- Hires, supervises and trains senior staff in Courts statutory duties, responsibilities, and administrative procedures;
- Deals with all labour relations or employee relation issues that pertain to Courts; Ensures all Court job descriptions are current and reflect court requirements;
- Develops, implements, and tracks the Criminal and Civil Division, Sheriffs Services, and Administrative sections goals and objectives and short and long term plans;
- Liaises between the department and the judiciary. Balances the needs of the judiciary with the requirements of the department;
- Responds quickly to judicial inquiries;
- Implements and creates court and administrative policies, long and short term plans;

- Provides the NWT Courts with the highest level of technical expertise (authority) with regard to operational requirements;
- Determines impact of any new or amended legislation on Courts and provides clear direction and implementation processes;
- Oversees Courts trusts, imprest, and revenue accounts to ensure that proper financial procedures are adhered to on a daily basis;
- Ensures Court statistics are available to senior management or the judiciary when requested and in accordance with Court policy;
- Compiles Court statistics from other jurisdictions and coordinates and distributes statistics from NT Courts;
- Oversees information management systems for all levels of court as well as the Jury Management System;
- Presents and discusses reports and other findings with relevant stakeholders.

## **2. Provides Registry Services for the NWT Courts and Sheriff Services.**

- Delegates and supervises the exercising of statutory duties, including filing, issuing and processing legal documents, taxing solicitors' accounts and reviewing and issuing warrants in accordance with the *Judicature Act*, *Territorial Court Act*, *Rules of Court*, *Creditors Relief Act* and the *Criminal Code of Canada*;
- Issues warrants and ensures strict confidentiality of search warrants and wiretap applications; Personally deals with registry matters that are unusual, complex or for which there are no precedents;
- Issues practice and procedural directives to members of the Bar and the public as Clerk of the Court;
- Presides over taxation hearings and applications for the discharge of trustees under the Bankruptcy Act, including hearing evidence and rendering a decision;
- Ensures that documents filed and monies received are processed and maintained in accordance with administrative policies, legislation, Rules and practices.

## **3. Ensures that the day to operational needs of the Courts and judiciary are met.**

- Ensures that adequate levels of staff, contractors, court facilities and travel arrangements are made for court sittings as required by the judiciary;
- Interacts with the judiciary on a daily basis;
- Liaises with members of the public and law society who have concerns or complaints about the procedures or administration of courts;
- Acts as Clerk or Registrar in Court on occasion;
- Delegates and supervises the administration of FACTS, Courts database system and the jury database and other duties set out in the Jury Act;
- Ensures that the continuity of court exhibits is maintained;
- Responsible to ensure that inquiries about the Courts from the public, government officials, and other jurisdictions are answered either verbally or in writing within limited time frames;
- Must ensure that the administration of justice is not seen to be in disrepute; Must at all times ensure that the independence of the judiciary is preserved;

- Ability to understand, follow and enforce the principles of court conduct and decorum.
- 4. Ensures that the enforcement functions of the Sheriff are performed in accordance with legislation and coordinates the security needs of the Yellowknife Court House and other facilities used by the courts.**
- Delegates and supervises the service of legal documents and execution of enforcement services such as seizure and sale of goods or land and eviction orders;
  - Personally deals with Sheriff's matters that are unusual, complex or for which there is no precedent;
  - Ensures that security of the judiciary and all court facilities is appropriate and in place.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No usual demands.

### **Sensory Demands**

Review of complex legal documents, legislation and Rules of Court under the scrutiny of a judge, lawyer, staff, member of the public.

Planning for and administering the Courts may require intense concentration and assessment of numerous issues.

### **Mental Demands**

Dealing with people under stress who do not understand the judicial system and become hostile and abusive or continually have last minute deadlines for filing documents. Verbal abuse is not uncommon and physical threats are not unknown. Maintaining professionalism at all times in dealing with lawyers, RCMP, judges and public who may be very demanding. Constant awareness of unpredictability of responses and possible threats from clients while in court and at the counter. Stress of having two, sometimes contradictory "masters" from being an officer of the Court with independent statutory authority as well as a civil servant.

Travel to satellite registries in Hay River and Inuvik, 6 times a year.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Comprehensive knowledge of the court system, practices and procedures across Canada;
- Comprehensive knowledge of Sheriff's responsibilities and duties;
- Thorough knowledge of all federal and territorial legislation is required to perform statutory duties;

- Extensive knowledge of the rules and legislation (Federal and Territorial) that govern court actions, such as Rules of the Court, Criminal Code, Civil and Criminal Procedures, etc.;
- Excellent written and verbal skills;
- The ability to make sound decisions under the pressure of time or public scrutiny; Managerial and supervisory skills consistent with the budget and number of employees;
- Must be self-motivated, able to work independently, multi task oriented and capable of meeting deadlines;
- Ability to communicate effectively with the public, the legal community, judiciary, court staff within and outside the NT in order to gain their compliance, disperse information and/or persuade for changes;
- Ability to deal with difficult people in a multi-faceted and stressful environment with tact and discretion, in a clear, concise manner;
- Excellent organizational and time management skills required to balance competing and ever- changing demands and priorities;
- Demonstrate good judgment and initiative particularly when hiring staff, reviewing statutes and explaining impact of findings to stakeholders;
- Knowledge of office and administrative practices consistent with the ability to develop and implement procedures and advise staff regarding the appropriate action to take;
- Financial skills required for overseeing the processing of payments and revenues received, and monitoring and analyzing budgets;
- Keen ability to interpret ambiguous aspects of legislation and rules and determine proper course of action;

**Typically, the above qualifications would be attained by:**

Degree in Business Administration/Human Resource Management or related degree combined with at least 6 years' experience in court administration or combination of relevant legal and managerial training and experience. Practical experience in Sheriff's services, as well as several levels of court.

or

Diploma in Business Administration/Human Resource Management or related diploma combined with at least 8 years' experience in court administration or combination of relevant legal and managerial training and experience. Practical experience in Sheriff's services, as well as several levels of court.

or

At least 10 years' experience in court administration or combination of relevant legal and managerial training and experience. Practical experience in Sheriff's services, as well as several levels of court.

## **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