



#### **IDENTIFICATION**

Department	Position Title	
Justice	Bilingual Jury Administrator	
Position Number(s)	Community	Division/Region(s)
82-6644	Yellowknife	Court Services/North Slave

#### **PURPOSE OF THE POSITION**

The Bilingual Jury Administrator is responsible for the administration of the jury management process, administration and coordination of document services and provides administrative and financial support to the Sheriff's Office.

#### **SCOPE**

Located in Yellowknife, the Bilingual Jury Administrator reports directly to the Manager, Sheriff Services.

The Bilingual Jury Administrator must conduct oneself at all times (including outside of office hours) in a manner that will not cause the administration of justice to be or be seen to be in disrepute, and must also ensure that the independence of the judiciary is upheld at all times.

There will be regular contact with the general public, legal community and other clients to provide and receive information. The Bilingual Jury Administrator is the first contact with the Sheriff's Office for most clients and prospective jurors. The incumbent is the "face" of the Sheriff's Office.

There are approximately 50 jury trials scheduled each year necessitating the Bilingual Jury Administrator issuing and coordinating service of approximately 15000 jury summonses annually as well as processing approximately 900 documents services.

Holds the statutory appointments of Notary Public and Deputy Sheriff for administrative purposes.

## **RESPONSIBILITIES**

### **1. Administer the jury management system and jury process according to law and established practices and procedures.**

- Receive precepts and prepare jury lists and jury summonses;
- Forward jury summonses for service and process the returns;
- Respond to public inquiries and exercise statutory authority to disqualify, excuse and exempt jurors. Update the jury management system accordingly;
- Monitor the number of people served and excused to ensure adequate numbers of potential jurors attend for jury selection;
- Prepare, verify and distribute final jury lists and jury cards;
- Verify juror payments and initiate billing and payment.

### **2. Administer document services.**

- Receive and forward documents for service or civil enforcement;
- Review legal documentation received for statutory and procedural compliance;
- Must become familiar with and understand the legal implications/ramifications of documents to ensure compliance with legislative requirements and timely processing and/or service in order to avoid potential lawsuits against the Courts, Court personnel or the GNWT, and the inherent financial and possible human implications;
- Learn to interpret Rules of Court and legislation for members of the legal community, general public and other clients as they relate to the duties of the Jury Administrator;
- Ensures document service deadlines are met and clients are provided with general updates;
- Initiate billing and payment for completed document services;
- Maintains document service records to ensure the information is current.

### **3. Provides financial support to the Sheriff's Office.**

- Verify invoices and processes accounts payable vouchers and other financial documentation that relate to Sheriff Services;
- Calculate and process fees according to the appropriate fees schedules for jurors, jury guards, bailiffs, along with document services and seizures;
- Manage petty cash account along with reimbursements for petty cash;
- Ensures that all purchases are made in accordance with the Financial Administration Manual and established policies;
- Ensure that all year-end procedures are carried out in an accurate and timely manner;
- Ensure month end visa reconciliations are completed.

### **4. Provides Records Management support.**

- Maintains general filing system;
- Ensures that various records are managed and maintained appropriately;
- Monitors records on-hand for suitability for disposition.

**5. Provides administrative support to Sheriff Services.**

- Make facility reservations in communities without dedicated court facilities;
- Act as the primary telephone contact for the Sheriff's Office;
- Respond to general, jury management and civil enforcement inquiries;
- Provide administrative, clerical and reception support to Sheriff Services;
- Log and distribute mail and faxes in a timely fashion;
- Order, distribute and maintain supplies;
- Exercise statutory authority to swear and notarize documents;
- Monitor building surveillance systems when required;
- Updates and maintains other related statistical and operational databases.

**WORKING CONDITIONS**

**Physical Demands**

The incumbent may have to lift heavy object weighing up to 22 Kgs while performing their duties.

**Environmental Conditions**

Typical associated with an automated office environment.

**Sensory Demands**

Typical associated with an automated office environment.

**Mental Demands**

The incumbent is required to maintain professionalism at all times including when dealing with anyone who is not familiar with or understand the Judicial System. The likelihood of verbal abuse is possible and the incumbent must be constantly aware of the unpredictability of the public and possible threats.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- A demonstrated ability to understand and apply the provisions of the *Judicature Act*, *Seizures Act*, *Creditors Relief Act*, *Exemptions Act* and *Jury Act* as they relate to the duties of the Jury Administrator.
- Ability to appropriately apply procedures related to civil enforcement and jury management.
- A demonstrated ability to communicate appropriately and effectively, both orally and in writing, with clients, those affected by civil enforcement or document service, and the judiciary.
- Understanding of the role of Sheriff Services and the independence of the judiciary.
- A demonstrated ability to use computers and related systems effectively.
- A demonstrated ability to be self-motivated and to work effectively both independently and within a team environment.
- Demonstrated organizational skills.
- Demonstrated math and financial skills.
- Ability to perform duties while dealing with difficult people in a stressful environment with tact and discretion.
- Knowledge of and ability to communicate in a cross-cultural environment.
- **The incumbent must be bilingual with the ability to speak, read and write in English and in French.**

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

Successful completion of Grade 12 with a minimum of 2 years of experience in a legal secretarial or paralegal position working in an automated office 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

**Aboriginal language:** To choose a language, click [here](#).

- ☐ Required
- ☐ Preferred