



IDENTIFICATION

Department	Position Title	
Justice	French Legal Translator	
Position Number(s)	Community	Division/Region(s)
82-6804	Yellowknife	Legislation

PURPOSE OF THE POSITION

The Legal Translator, under the supervision of the Director, Legislation Division and in consultation with legislative counsel, provides legislative translation services to the Government of the Northwest Territories.

SCOPE

Legislation Division is responsible for the preparation of bills, regulations and other statutory instruments for the Government and the Legislative Assembly, and is responsible for publication of legislation in print and online. Legislation is essential to the implementation of Government policies and programs, and Government is bound by the *Official Languages Act* to provide all legislation in both English and French.

Reporting to the Director, Legislation Division, the Legal Translator is responsible for preparing French or English versions of bills, regulations and other legal material, as assigned, and for ensuring that the legal meaning expressed in both English and French versions of the legislation or other material is the same.

The Legal Translator is required to make decisions and recommendations as to the organization and the content of the French versions of legislation. In preparing legal translations, subject to the law and the context of the English version, the Legal Translator has as much latitude as is required to permit achievement of the goals of the instructing Department.

RESPONSIBILITIES

1. Responsible for preparing French versions of statutes, regulations and other complex legal material

- Discusses drafts with legislative counsel and advises on matters that require further details to ensure translation is as accurate as possible.
- Identifies errors in the current French and English versions of Acts and regulations and recommends amendments to the Director, Legislation Division.
- Performs terminology and documentary research and other complementary duties in order to establish and maintain a terminology bank and style guidance for translators.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Law Degree (required);
- Strong knowledge of the law and legal terminology, and strong legal research skills;
- Demonstrated ability to translate complex legal and legislative documents;
- Solid understanding of the application of technical legislative rules, in both English and French;
- Demonstrated knowledge of government structure;
- Strong analytical skills;
- Demonstrated verbal and written communication skills in French and English, including proven ability to apply grammatical and technical rules in both languages;
- Proven ability to work independently;
- Demonstrated organizational and problem solving skills.
- Proven ability to work well in a team.
- Proven ability to work under pressure.

Typically, the above qualifications would be attained by:

A Bachelor of Laws Degree plus six months' experience in translation, or a Bachelor of Laws degree plus six months' post-secondary training in translation.

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: Choose a language

- Required

- Preferred