



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Justice	Bilingual Paralegal Assistant	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
82-7613	Yellowknife	Legal Registries / HQ

## **PURPOSE OF THE POSITION**

The Bilingual Paralegal Assistant supports the effective operation of Legal Registries. This position interacts with the public to accept and process submissions, respond to search requests and general inquiries, provide information, and maintain accurate registry records. This role also delivers essential administrative and clerical support to ensure the smooth functioning of the Registries.

## **SCOPE**

Under the *Land Titles Act*, the Land Titles Office is responsible for reviewing and approving the registration of all property interests in privately owned land in the Northwest Territories. This includes land held by municipal governments and Indigenous governments under land claim agreements.

Under the *Personal Property Security Act*, the Personal Property Registry administers a system that allows lenders and other secured parties to protect their interest in personal property. By filing a notice of their security interest, creditors establish legal priority over other creditors or subsequent purchasers of the same property or collateral.

Under the *Business Corporations Act*, the Corporate Registry oversees the incorporation and registration of for-profit companies to establish them as separate legal entities capable of conducting business and holding assets.

Under the *Societies Act*, the Registrar of Societies administers the legal formation and regulation of non-profit organizations created for social, charitable, or recreational purposes.



Located in Yellowknife, the Bilingual Paralegal Assistant (Paralegal Assistant) reports to the Paralegal Team Lead, Securities, and performs various delegated statutory duties in support of the administration of the Registries.

The Paralegal Assistant is responsible for receiving and processing documents submitted for registration, handling and reconciling revenues, entering submissions into electronic systems, conducting registry searches, and maintaining accurate and orderly records. The role also includes sealing, scanning, and mailing documents, as well as overall record management.

As the primary point of contact for the public, the Paralegal Assistant provides front-line customer service and serves as the public face of the Registries.

The incumbent will be required to respond to public demands and manage interactions with difficult or occasionally irate clients who may reject explanations based on legislation or policy. There may be pressure to meet tight registration timelines, often in the context of high submission volumes and factors beyond the incumbent's control. Workflow may be irregular and unpredictable, requiring shifts in focus and an ability to adapt to changing priorities.

As part of divisional operations, the Paralegal Assistant may be assigned comparable duties in other areas of Legal Registries. The incumbent is required to undertake these tasks cooperatively and in alignment with divisional priorities to ensure the efficient functioning of all Registry units.

The Bilingual Paralegal Assistant contributes to team development and internal knowledge sharing by assisting in the training of new staff, and through working collaboratively in a team and customer service environment.

## **RESPONSIBILITIES**

### **1. Document Intake, Processing and Registration Support.**

- Intake documents submitted for registration and prepare materials for review.
- Review submitted packages to ensure all necessary information and fees are provided.
- Maintain a record of documents submitted and accepted for registration.
- Prepare files for processing of registration and create file folders.
- Enter data into electronic systems.
- Prepare and scan filed documents into the Document Imaging system and verify the accuracy of scanned records.
- Assist in maintaining the filing system of all documents and Registry records.
- Assist with record management activities (e.g., preparation and recording of records for offsite storage or destruction).
- Update records to reflect expired registrations (part of project and records duties).



## **2. Public Services, Client Support and Communications.**

- Provide information to the public regarding the Registries.
- Provide assistance for users of self-service electronic registry systems, including explaining technical requirements.
- Provide assistance and troubleshooting services to users of registry computer systems as a service desk.
- Search Registry documents in response to public inquiries.
- Produce Registry documents for inspection and produce copies.
- Provide governments and municipalities monthly notices of changes in land ownership.
- Maintain a “standing order” list of clients.
- Deliver services to the public, law firms, financial institutions, and governments, including addressing inquiries and conducting correspondence.
- Prepare correspondence.

## **3. Administrative and Operational Support.**

- Log and distribute mail and arrange for courier services.
- Maintain the organization and cleanliness of the Registry.
- Complete tasks or projects assigned by the Registrar relating to Registry administration.

## **4. Financial Accountability and Revenue Control.**

- Receipt incoming revenue in preparation for daily deposit.
- Maintain financial records.
- Ensure that revenue is properly receipted and reconciled daily.

## **5. Technical and Systems Support, and Special Projects.**

- Draft electronic forms used by the Registry, including electronic documents.
- Recommend improvements to existing computer applications or systems.
- Assist users with functionality and troubleshooting of registry systems (imaging systems, etc.).
- Undertake projects as assigned (e.g., identify problem titles and assist with remedial actions; update manuals and precedents; prepare materials for websites; and prepare records for storage).

### **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**

- Knowledge of legal administration and legal assistance duties and procedures.
- Knowledge of general administrative / clerical procedures and filing systems.
- Knowledge of and / or the ability to acquire and apply knowledge of the system of corporate/commercial/property law.
- Knowledge of and/or the ability to acquire and apply knowledge of electronic registration and registry search systems.
- Knowledge of privacy and confidentiality practices and the ability to adhere to the expectations of maintaining client privacy and confidentiality.
- Organizational, prioritizing and time management skills.
- Technological skills and proficiency in the use of multiple computer and web-based programs and able to adapt to new programs, processes, and tools related to this role.
- Communication skills (both oral and written) as well as interpersonal skills and the ability to interact respectfully with the public.
- Financial administration skills and the ability to learn / apply knowledge of applicable sections of the Financial Administration Manual (FAM).
- Customer service orientation and the ability to listen and respond positively in all client situations.
- Attention to detail and the ability to maintain a high level of accuracy in preparing and entering data.
- Ability to be flexible and contribute positively within a cooperative team environment.
- Ability to complete tasks / projects on time through the routine planning of own work and organization of resources.
- Ability to collect, balance and reconcile revenue.
- 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 high school diploma, a legal secretary certificate, and one (1) year of relevant experience.

Equivalent combinations of education and experience will be considered.



## **ADDITIONAL REQUIREMENTS**

### **Position Security**

- 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