



IDENTIFICATION

Department	Position Title	
Justice	Legal Secretary	
Position Number	Community	Division/Region
82-7653	Yellowknife	Legal Aid Commission

PURPOSE OF THE POSITION

Provides the necessary paralegal, secretarial, administrative and clerical support services to the staff lawyers of the Legal Aid Commission in a family and criminal law practice.

SCOPE

Reporting to and under the direction of the Manager – Legal Aid Commission Program Support or a designated staff lawyer, the Legal Secretary is responsible for providing paralegal, secretarial, administrative and clerical support services to lawyers within the Legal Aid Commission. Duties include basic legal research and preparation of complex legal documents.

Staff lawyers of the Legal Aid Commission provide services to approximately 1000 legal aid cases per year (civil & criminal) pursuant to applicant and over 3000 legal aid services under presumed eligibility.

The Legal Secretary holds an appointment as a Commissioner for Oaths and Notary Public for the purpose of swearing affidavits and similar declarations.

RESPONSIBILITIES

1. Provides Secretarial Support to Staff Lawyers within the Legal Aid Commission.

- Schedules appointments and obtains routine information from clients (screening interviews),
- Performs reception services,
- Maintains a calendar of court dates and client appointments,
- Maintains a bring forward, diary dating and limitation date system for client files,
- Ensures diary dated files are pulled when required, and when any mail or messages require a lawyer's attention,

- Files client files after ensuring they are diary dated and any new information or material is filed appropriately and entered on the data base,
- Prepares, proofreads and edits routine court documents, correspondence and memoranda from dictation, handwritten material and precedents,
- Maintains a precedents binder and assists with the development and maintenance of a procedures manual,
- Works with staff lawyers and Executive Director, to plan and develop requirements for improved and expanded client file data base and office management procedures.
- Manages staff lawyer's precedents, authorities, case law, administrative and reference files by organizing, arranging, indexing and updating files, binders and published material,
- Organizes and updates documentation files and correspondence files for easy access to documentary evidence,
- Searches for records, files and other documents as required (Supreme Court, Territorial Court, Sheriff's Office, Registries, Land Title Office and Legal Division),
- Attends to registration and filing of documents in the Supreme Court, Territorial Court, Sheriff's Office, Registries, Land Title Office or Legal Division,
- Attends to service of legal documents, prepares and files proof of such service,
- Delivers and picks up mail and documents by hand; mail and fax including legal documents, correspondence and administrative forms to/from appropriate courts, registries, clients, other counsel, etc., and ensures provision of adequate copies,
- Drafts routine correspondence,
- Makes travel and accommodation arrangements.

2. **Completes special projects as requested by the Manager – Legal Aid Commission Program Support or Staff Lawyers.**

- Participates in working groups for special projects

WORKING CONDITIONS

Physical Demands

No unusual demands

Environmental Conditions

No unusual conditions

Sensory Demands

No unusual demands

Mental Demands

The legal aid environment is fast paced and high volume. There are occasions of high volumes of work and competing deliverables.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated knowledge of the Rules of Court and applicable Statutes,
- Demonstrated knowledge of legal terminology and procedures,
- Demonstrated communications skills to work effectively with a variety of stakeholders,
- Demonstrated organizational skills in a changing environment,
- Demonstrated computer literacy.

Typically, the above qualifications would be attained by:

Completion of a college level certificate or diploma and a minimum of three years secretarial/administrative experience in a legal 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

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

Required
 Preferred