



IDENTIFICATION

Department	Position Title	
Justice	Civil Law Services Administrator	
Position Number	Community	Division/Region
82-8270	Yellowknife	Legal Aid Commission

PURPOSE OF THE POSITION

To coordinate the provision of legal aid civil law services on behalf of the Legal Aid Commission in accordance with the *Legal Aid Act, Regulations* and the policies and guidelines of the Commission and established procedures.

SCOPE

Reporting to the Manager – Legal Aid Commission Program Support, the Civil Law Services Administrator is responsible for all aspects of client and case management in the provision of civil legal aid (including child protection and family law matters). The incumbent will be required to make judgments on individual cases which have financial implications, implications respecting an applicant's family status and may determine the course of individual client's litigation. The incumbent is required to work closely with lawyers and staff and other representatives of the justice system.

The Civil Law Services Administrator assesses approximately 500 Legal Aid applications per year for financial eligibility.

RESPONSIBILITIES

1. Oversees Client Case Management.

- Reviews legal aid applications and determines financial eligibility in accordance with the criteria in the *Legal Aid Act, Regulations* and Commission policies and guidelines by completing a financial analysis of the information provided by the applicant, including client interviews as required. Exercises discretion in the application of policies and guidelines.

- Corresponds with applicants when further information is required setting time lines in which the information must be received.
 - Assesses contributions and recoveries from clients based on the *Legal Aid Act, Regulations*, policies and procedures.
 - Issues legal aid approvals and denials and assigns files to lawyers.
 - Ensures that opinion letters, financial updates, status reports and appeal reports are requested and received on a timely basis by maintaining a BF system.
 - Reviews opinion letters, financial updates, status reports and requests from lawyers and makes recommendations to the Executive Director respecting further steps that are required in a matter.
 - Authorizes disbursements as requested by lawyers.
 - Prepares correspondence with lawyers, clients and other parties in the justice system.
 - Responds to queries regarding cases from lawyers and clients and makes decisions with some financial or other impact.
 - Ensure files are updated and file status is accurately referenced in database
2. **Compiles data for managerial and statistical reports for review by the Manager -LAC Program Support and/or the Executive Director.**
 3. **Completes special projects and assignments and such other work as directed by the Manager – LAC program Support and/or the Executive Director.**

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 frequent occasions of competing deliverables and time sensitive decision-making.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated thorough knowledge of the legal system and civil law procedures
- Demonstrated interpersonal skills

- Proven problem solving and analytical skills in a complex environment
- Effective written and verbal communication
- Demonstrated computer skills (word processing, database, email)
- Ability to work in a cross cultural setting

Typically, the above qualifications would be attained by:

Completion of three years progressively more responsible administrative experience in a legal environment with significant exposure to child protection, family and civil law.

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