

Working Title Judicial Assistant	Name
-------------------------------------	------

Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Court Justice Services, Court of King's Bench, Calgary	Ministry Justice
-----------------	--	---	---------------------

Present Classification Legal Administration 2	Requested Classification
--	--------------------------

Cost Centre	Profit Centre	Project Code (if applicable) N/A
-------------	---------------	-------------------------------------

**PURPOSE:** Give a brief summary of the job, covering the main responsibilities; the framework within which the job has to operate and the main contribution to the organization (see [Section 2.3](#)).

The Court of King's Bench is the Superior Trial Court for the Province, hearing trials in civil and criminal matters and appeals from decisions of the Provincial Court. The Court of King's Bench of Alberta is comprised of a Chief Justice and Associate Chief Justice and numerous other puisne Justices. The Judicial Assistant provides a broad range of knowledge and extensive support to the Justices of the Court of King's Bench by providing management of highly confidential and legal applications to governing liaisons and the public sector.

The Judicial Assistant performs executive, administrative, paralegal and related duties for assigned Justices of the Court of King's Bench of Alberta. The incumbent responds effectively to complex issues and takes appropriate action. These functions necessitate strong problem-solving and decision-making skills without the benefit of exact practices and procedures having been set out, often requiring the application of ethics and discretion in relation to disclosure of information. Sound judgement is needed in making decisions, applying policies, procedures and established practices. Where issues are not clearly defined, the employee draws on experience and/or implements innovative solutions appropriate to the situation.

The Judicial Assistant interacts with senior Court personnel as well as acting as a representative for assigned Justices in dealing with Court officials, external legal counsel and/or the public. The Judicial Assistant receives and handles confidential and sensitive information and demonstrates excellent interpersonal and communication skills, both oral and written. Support is provided in a highly professional manner with a high degree of autonomy, diplomacy and confidentiality. Work is performed using strong organizational skills, unquestionable integrity, and a thorough knowledge of the paralegal discipline; excellent typing, shorthand and computer skills are essential.

This position holds key responsibility for the efficient operation of the Judicial Chambers in a professional, responsible and independent manner by providing a broad range of administrative support functions to the Judiciary. There are five areas of responsibility for this position; provide a broad range of administrative support functions to the Judiciary, Case Management, preparation of Judgments, scheduling matters for the Judiciary and partner with the trial coordinator to ensure smooth and efficient administration of Judicial assignments.

Secondary to reporting to the assigned Justice, the Judicial Assistant reports administratively to the immediate supervisor.

**PURPOSE:** Give a brief summary of the job, covering the main responsibilities; the framework within which the job has to operate and the main contribution to the organization (see [Section 2.3](#)).

**RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

**1. Provides administrative support to the Justices of the Court of King's Bench in accordance with the governing policies and procedures which includes personal and highly confidential administrative services.**

**Activities**

- Reviews background information on matters requiring the Justice's attention and relays discrepancies or potential concerns to the Justice.
- Responds effectively, with discretion and sound judgement, to all inquiries on a variety of matters, whether operational or administrative in nature, and acts as initial contact for the Court staff, legal profession, and the public.
- Acts independently and proactively to provide support to Justices in all aspects of their judicial and personal duties.
- Provides highly personal and confidential administrative services to Justices.
- Records and maintains, up-date daily diaries for each Justice, advising in advance of upcoming appointments, commitments, seized matters or changes thereto.
- Transcribes letters, memos, speeches, reports, presentations and jury charges from Dictaphone, electronic version, dictation (shorthand), email or handwritten notes and proofreads prepared material for accuracy, grammar and proper format.
- Produces, as directed or on own initiative, judicial and personal correspondence.
- Schedules and coordinates Bar Admission requests from students-at-law. Transcribes speech to be given at the ceremony.
- Prepares Provincial documentation for Marriage Ceremonies as well as preparation of speech for ceremony. Files all required documentation.
- Maintains a current filing system for each Justice as well as a bring-forward system.
- Ensure individual Justice's assignment requests for Spring, Summer and Fall sittings are submitted promptly.
- Provides assistance to Justices serving on special *ad hoc* boards and commissions which includes preparation and distribution of minutes and agendas as well as scheduling meetings.
- Ensures that accurate documentation and receipts are submitted for personal medical and dental claims.
- Compiles and reconciles incidentals and conference accounts in accordance with current directives from Federal Judicial Affairs.
- Monitors out-of-town/province conferences and seminars to be attended by Justices; makes required hotel and flight reservations; ensures requested papers are submitted prior to attendance.
- Liaises with various Federal and Provincial Government officials, external agencies, members of the Bar, the Judiciary and acts as a liaison with Court officials in other jurisdictions.
- Maintains and updates filing, texts, Rules of Court, Alberta Statutes, Sentencing Guide and reference materials.
- After review of Court Sitting Schedule, when issued Spring, Summer and Fall, ensures all travel arrangements for Court sittings scheduled outside of King's Bench Judicial Districts are secured, including flights, hotel, Court driver and car rentals, being mindful of budgetary restrictions.
- Monitors Court Sitting Schedule for any changes and ensures travel plans are adjusted accordingly.
- Maintains regular distribution of legal material such as legal reports and case digests.
- Assists and supports visiting Justices as required.
- Acts as relief support when workload is excessive or in the absence of colleagues.
- Prepares and distributes memos for Law with Lunch.
- Coordinates meetings with Justices with respect to Civic, Provincial and Federal Government officials, counsel, Court staff and outside agencies.
- Manages a computerized calendar system for each Justice.
- Researches computer database systems (Alberta Courts Internet/Intranet, Quicklaw, CrimJI, Federal Statutes and Regulations, Alberta Statutes and Regulations, Rules of Court and WestlaweCarswell).
- Provides ongoing technical expertise and assistance as required to the Justices with respect to new computer

**RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

technology.

- Liaises with Provincial Judicial District centres to ensure Court materials are received in advance of sittings.
- Administers training and provides technical direction to new Judicial Assistants to the Court.

**2. Responsible for the preparation and formatting of final judicial determinations following stringent departmental policies and standards to ensure appropriate stakeholders receive judicial Judgments in an effective and timely manner.**

Activities

- Prepares and formats electronic Judgments in accordance with the *Canadian Guide to Uniform Productions of Judgments*, the Alberta Courts Website Privacy Protocol and Court procedure, by way of utilizing shorthand, Dictaphone or handwritten drafts.
- Judgment preparation involves detailed editing and proofreading to ensure accuracy, quality, completeness and timeliness of the final document.
- Electronically files Judgments on the Alberta Courts Internal/External Websites.
- Responsible for entering all Judgments on the Judgment Database for every judicial district in Alberta. Ensures that Judgments comply with the standards implemented by the Canadian Judicial Council. This involves ensuring that Judgments are cited correctly, and checking the Judgment to ensure that it complies with the *Canadian Guide to Uniform Productions of Judgments*.
- Verifies legal text by retrieving cases, checking citations and statutes in accordance with the guidelines set out in the *Canadian Guide to Uniform Legal Citation*.
- Researches information on CASES and any relevant material for any special status, seals or restrictions on Court files. Complies with directives of the Privacy Checklist for Judgment Preparation with respect to all bans/orders and ensures that identifying information which would compromise privacy rights of parties and witnesses is removed.
- Coordinates with the clerk's office the filing and distribution of completed Judgments in accordance with directives and Court procedure.
- Follows a precise and detailed policy for notification and release of Judgments to the media.
- Ensures completed Judgments are forwarded to the Provincial Judgment Database for posting on Alberta Court's Internal and External Websites as well as the Law Society Library.

**3. Manages all procedural requirements related to the Alberta Court process of Case Management, Judicial Dispute Resolutions and Pre-Trial Conferences. Ensures the accurate production of correspondence, reports, agreements, communication and liaison between the public and the Judiciary is carried out.**

Activities

**Case Management**

- Receives requests for case management meetings, makes necessary arrangements and directs counsel accordingly.
- Coordinates all requirements for the case management meetings including arranging of conference calls, booking of Courtrooms/clerks, ensuring necessary files/documents, briefs and material are available to the Justice.
- Prepares correspondence on behalf of the Justice to ensure the action proceeds expeditiously and maintains an organized case management system which is monitored frequently.
- Maintains an organized case management filing system which is monitored on a monthly basis, and followed through

**RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

as needed.

- Submits accurate reports to the Trial Coordinator as to the status of the files.

#### **Judicial Dispute Resolutions**

- Once JDR list is received from the JDR, Trial Coordinator prepares correspondence to ensure material is received in a timely manner.
- Coordinates pre-JDR meetings with parties in conjunction with the Justices' computerized calendar and ensures reports are forwarded to the JDR Trial Coordinator once concluded.

#### **Pre-Trial Conferences**

- Prepares both civil and criminal pre-trial conference reports as directed by the Justice.
- Ensures all copies are forwarded to counsel for review and the Pre-Trial Conference Trial Coordinator once concluded.
- Ensures that further follow-up meetings are scheduled and all necessary information is available to the Justice.

**SCOPE:** List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

This is a key position which provides complex administrative support to Justices of the Court of King's Bench and acts as a liaison to the legal profession, law enforcement agencies, self-represented litigants, Court administration and Court clerks.

This position provides executive and administrative support as well as related duties for the Judiciary and must exercise a high level of communication skills to receive and impart instructions with clarity. This position is required on a regular basis to liaise with the Judiciary from all levels of Court, Court staff, legal counsel and their staff, and members of the public.

This position is required to carry out duties in an independent manner and must possess excellent organizational skills, initiative and sound knowledge of business practices and procedures to ensure the efficient operation of the Judicial Chambers.

This position requires innovative thinking as work is completed independent of instruction by applying the required knowledge of legislation, policy, procedures, regulations and precedents. This position must exercise sound judgement in changing situations and use discretion in dealing with sensitive issues.

The Assistant is required to act as an intermediary for the Justice at all times. The Assistant must use tact and protocol when dealing with the public and have knowledge of resources available to the public for referral.

Information imparted to self-represented litigants could potentially impact the outcome of their understanding and acceptance of legal procedure and protocols.

The Judicial Assistant receives very little direct supervision. The Judicial Assistant is responsible to and takes instruction and direction from the Justice. The work is reviewed by the Justice for whom work is done, at various stages and/or completion of the project.

**SCOPE:** List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

**KNOWLEDGE, SKILLS & ABILITIES:** Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

- Grade 12 Diploma accompanied with a Business School Certificate, Paralegal, Legal Assistant/Secretary Diploma.
- Several years of senior legal secretarial or executive assistant experience.
- Strong written and oral communication skills, including diplomacy, political sensitivity and empathy.
- In-depth knowledge of business communication practices and secretarial procedures.
- Excellent organizational, time management, interpersonal and analytical skills.
- Must have the ability to multi-task.
- Ability to maintain confidentiality and handle sensitive matters with discretion and tact.
- Demonstrate initiative and flexibility, and the ability to prioritize work independently.
- Ability to demonstrate a high degree of professionalism.
- Must have unquestionable integrity.
- Perform complex assignments with proficiency.
- Must be able to quickly assimilate and analyze oral and written information.
- Produce a high volume of work to meet specific deadlines.
- Strong ability to communicate effectively both orally and in writing.
- Strong analytical, interpersonal and problem solving skills used to communicate with internal and external contacts.
- Ability to understand and follow instructions given orally, in writing or by Dictaphone.
- Ability to write persuasively using legal terminology and style.
- Knowledge of the methods and processes of the legal system in general (Civil and Criminal).
- Excellent working knowledge of word processing software such as M365 (Word, Outlook, PowerPoint, Teams and Excel), Adobe and SharePoint.
- Must have the ability to work independently with little direction, as well as be a strong team player.
- Receive, screen and reply to telephone and written inquiries.
- Deal with members of the public as visitors or by telephone, using the applicable skills of tact, diplomacy and discretion consistent with FOIP, the Privacy Act and any other relevant legislation.
- Create, maintain and monitor computer databases for case files.
- Research and analyze law sources such as CASES, Quick law and WestlaweCarswell.
- Be willing to perform additional tasks as required

**CONTACTS:** The main contacts of this position and the purpose of those contacts.

Internal Contacts – Senior Managers, Court Administration, Crown Prosecutors, Court Services employees and other professionals within government.

External Contacts – Members of the Judiciary of the Court of King's Bench, Court of Appeal and Provincial Court; Office of the Commissionaire for Federal Judicial Affairs, Infrastructure and other government agencies.

External Contacts to Government – National Judicial Institute, Members of the Bar Associations and their office staff, members of the public, and vendors in relation to travel.

The purpose of these contacts is to represent the Judiciary and the Court system in the best possible manner, exchange information while exhibiting professionalism at all times. Make inquiries on behalf of the Judiciary to enable them to complete their duties efficiently and accurately and to facilitate the processes associated with the administration of justices for Albertans.

**CONTACTS:** The main contacts of this position and the purpose of those contacts.

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised.

None.

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** This section is not required to be completed if the job description is being written for the conversion to PREP. It should be completed for any subsequent classification requests under PREP.

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff **MUST** be attached.

*This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Compensation Manager, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 408-8400 or contact your Ministry Human Resource Office.*

**Signatures**

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned.

**Incumbent**

\_\_\_\_\_  
Name Signature Date

**Manager**

\_\_\_\_\_  
Name Signature Date

**Division Director/ADM**

\_\_\_\_\_  
Name Signature Date