

Working Title <b>Legal Assistant</b>		Name <b>Vacant</b>	
Position Number	Reports to Position No., Class & Level <b>LA 3</b>	Division, Branch/Unit <b>ACPS, Edmonton Prosecutions</b>	Ministry <b>Alberta Justice and Solicitor General</b>
Present Classification <b>Legal Administration 2</b>		Requested Classification	
Dept ID	Program Code	Project Code (if applicable)	

**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](#)).

To personally, and by support to legal staff, assist in the administration of criminal justice in the Judicial District of Edmonton. This support includes legal file and records management and the completion and processing of all necessary documentation on files for the Court of Queen's Bench and Provincial Court Adult. In addition to providing full administrative support to legal staff, the position will have direct involvement with some or all stakeholders who participate in the administration of criminal justice, principally police, regulatory bodies, other government departments and agencies, the judiciary, defence bar and public.

This position reports to the Litigation Supervisor but works independently to provide file management and administrative support to the prosecutors in the Litigation Unit.

**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](#)).

**Effective management and organization of legal files and documents in preparation for court proceedings in the Court of Queen's Bench and Provincial Court Adult.**

**Activities**

- Drafts, prepares, processes and files Notices of Motion, Affidavits, Orders, Statutory Declarations, Indictments, Canada Evidence Act Notices, stay letters and a wide variety of other court documents.
- Ensures files are opened, diarised, forwarded to the assigned prosecutor, closed and stored in accordance with the Division's Records Retention Schedule.
- Completes and processes all necessary documentation and review files/briefs to make sure all relevant documentation is included. Contacts the police agency if follow-up material is required.
- Ensures prosecutor is apprised of pertinent information and problems that arise with their files. For example, requested information unattainable, breaches of recognizance, etc.
- Vets files for disclosure

**Problem solves and researches information when required**

**Activities**

- Identifies and requests missing or better disclosure from investigator
- Utilizes the Justice Online Information Network (JOIN) to verify charges, court dates and locations.
- Compiles cases and relevant information from Quicklaw, Criminal Code, Internet sites and Law Library when requests are received from the Crown Prosecutor regarding charges, sentences, statutes, and regulations
- Accesses and assesses Criminal Code, JOIN Charge Text and Internet sites when requests are received from the police regarding charges, wording of charges and/or procedures.

**Provides accurate and timely administrative support to prosecutors.**

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#### Activities

- Types complex correspondence or drafts routine correspondence for prosecutor's signature
- Obtains out of Province/Country/International Travel Authorizations
- Makes travel arrangements for prosecutors
- Acts as proxy for prosecutors by utilizing MyAgent to prepare expense accounts
- Maintains prosecutor's diary and diarization system
- Tracks sensitive cases and provide updates to Chief Crown Prosecutor
- Books interviews between witnesses and prosecutors

#### Liaises and communicates effectively with various internal parties and external stakeholders

#### Activities

- Provides and obtains information from defence counsel, investigative agencies, witnesses, Judges' offices, Court Services staff, ADM's office, Appeals Branch, general public and other internal parties
- Responds to disclosure questions
- Follows up with investigator on missing disclosure or requests for further investigation
- Shares/disseminates information to ensure that knowledge management principles are implemented.

**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](#)).

Position works on routine matters with minimal supervision from the lawyers. The position manages approximately 125 files a week and responds to approximately 20 enquiries a day. Administrative services provided impact the Branch, defence counsel and law enforcement agencies. Administrative services also impacts the courts. Incomplete files, missed deadlines or lack of communication with the Court Clerks could bring the administration of justice into disrepute. The consequence of error could lead to serious implications such as charges being dismissed or costs applied against the Crown.

**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.

Legal Assistant Diploma and related criminal experience or equivalencies  
Comprehensive understanding of the Criminal Justice System and processes  
Proficient in Microsoft Office Suite, JOIN and Quicklaw  
Excellent oral and written communication skills  
Exceptional organizational ability and attention to detail  
Problem solving skills  
Good interpersonal skills  
Ability to work independently  
Demonstrate a high degree of initiative

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

Extensive contact with investigators, Court Services and Corrections personnel, law enforcement, lawyers, other Branches within the Division, victims, witnesses, experts (i.e. DNA experts, accident reconstruction experts, doctors, etc.) and accused. The position is the main link between stakeholders and the prosecutor often resulting in the resolution of issues.

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

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This position has no supervisory responsibilities.

**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.

<b>Incumbent</b>	<hr/> Vacant Name	<hr/> Signature	<hr/> Date
<b>Manager</b>	<hr/> Name	<hr/> Signature	<hr/> Date
<b>Division Director/ADM</b>	<hr/> Name	<hr/> Signature	<hr/> Date