

Working Title <b>Legal Assistant – Bail Unit</b>	Name
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Position Number	Reports to Position No., Class & Level <b>LA3</b>	Division, Branch/Unit <b>Prosecution Service Bail Office</b>	Ministry <b>Justice and Solicitor General</b>
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Present Classification <b>Administrative Support 4</b>	Requested Classification <b>Legal Assistant 2</b>
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Dept ID <b>128</b>	Program Code <b>0425</b>	Project Code (if applicable) <b>00094</b>
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**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 legal assistant reports to the team lead, bail unit but works directly and take directions from the Bail Hearing Prosecutors. In partnership with the Bail Hearing Prosecutors, this position is responsible to provide legal assistant work for the prosecution of criminal and provincial offences within a framework of applicable legislation, policies and procedures in the Prosecution Service Bail Office.

This position focuses on the time sensitive preparation of legal documentation to support the Bail Hearing Prosecutors including; preparation of court documents for review, responding to enquiries, liaising with internal parties and external stakeholders and performing other administrative functions to ensure that branch goals and objectives are met. The case of *R. v. Reilly*, 2020 SCC 27 underscored the importance of ensuring that people who are detained are brought before the Court within the 24-hour time limit set out in the *Criminal Code*.

The legal assistant is responsible for assisting the Prosecutor by preparing complex legal court documents, and providing legal support relating to the preparation and processing of bail case files. The legal assistant's are required to work with multiple Prosecutors per shift. The legal assistant is responsible for ensuring the timelines are met for each hearing and ensures the Prosecutor is aware of a hearing that is coming near to the 20 hour deadline. The legal assistant must ensure the bail packages are completed with all appropriate document to proceed to hearing. The legal assistant is able to address and forward urgent matters for bail hearing as the deadline of 20 hour mark is approaching.

The legal assistant plays a vital role in supporting the Bail Hearing Prosecutor by utilizing the Justice on-Line Information Network (JOIN, Prosecutor Information System Manager (PRISM), Criminal Record Electronic File (CReF), Shared Point Site, Global Scape and Email. The legal assistant utilizes and manages these programs to ensure effective and efficient management of information in order for the Bail Hearing Prosecutor to proceed with the bail hearing. This assists the Prosecutor to make sound judgments when proceeding with the hearing to ensure the safety and security of the public.

**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 bail hearings. These files relate to the process for the Alberta Crown Bail Unit.**

**ACTIVITIES:**

- Independently prepare and process files for bail hearing by using the set guidelines.
- Prepare electronic files by ensuring all legal documents and prosecution packages are correct for the purpose of a bail hearing within the 20 hour timeline in relation to case of *R. v. Reilly*, 2020 SCC 27
- The legal assistant must be aware of and keep track of the arrest time as this is the critical piece in determining the 20 hour deadline. At any given time, the legal assistant could be dealing with 20-30 case files.
- Update and maintain the electronic bail hearing list by entering the initial processing information
- Update and maintain the duty counsel and crown communication website
- Ensure all incoming correspondence and court related material is forwarded via email to the Bail Crown to meet time sensitive requirements
- Liaise with all law enforcement agencies in relation to missing information and respond to any inquiries
- Communicate with defence counsel and provide disclosure when requested
- Communicate with the Justice of the Peace office to ensure all information is provided in a timely fashion
- Other duties as required
- Training and mentoring of staff when required.

**Provide accurate and timely legal support to Prosecutors involved in the prosecution of cases.**

**ACTIVITIES:**

- Combine all received electronic bail files and information for Crown review within set time frames
- Maintain and ensure accuracy with the daily Crown hearing room schedule
- Ensure all correspondence received from law enforcement agencies and defence counsel is brought to the Prosecutor's attention

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**Problem solves and researches information when required.**

**ACTIVITIES:**

- Utilize the Justice Online Information Network (JOIN) to verify charges, court dates, release documents, JOIN Tracking Sheets.
- Independently searches and obtains missing documentation and information sent from policing agencies.
- Utilize Prosecutor Information System Manager (PRISM) to add notes when required for future court dates, finding past pkgs, PIS and documents for the present bail hearing.
- Utilize Criminal E-File to access additional information –ingestion of bail pkg, pulling past notes
- Responsible for ingestion of bail package utilizing Globalscape
- CReF - Utilize the Bail Hearing list to ensure all bail hearings are entered, packages are uploaded and current status is updated regularly. Ensuring the tight deadlines are met, this is critical to the role.
- Work closely with Duty Counsel and Defence counsel when sending disclosure following the strict policy and procedures in relation to releasing disclosure packages.
- The legal assistant must verify the Information and obtain the necessary signatures and date on the applicable documents

**Liaise and communicate effectively with various internal parties and external stakeholders.**

**ACTIVITIES:**

- Under the direction of the Bail Hearing Prosecutors, provide and obtain information from defence counsel, Law Enforcement agencies and internal parties.
- Request police documentation for missing information in the file within a tight deadline
- Communicate with social workers/group homes, guardians and parents with regards to bail hearings
- Dissemination/sharing of information to ensure that knowledge management principles are implemented.
- Ensure all inter-departmental communications (PRISM) and file systems are updated in a timely fashion and are accurate; including 524 protocol and return bail protocol. This will also include psych assessments.

**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 functionally works under the direction of the Bail Hearing Prosecutor assigned to the file/Bailing Hearing Prosecutor Team Lead/Deputy Chief Crown or Admin Team Lead within the Bail Hearing Office.
- This position is responsible for ensuring the 20 hour period is adhered to on each file. They have the responsibility to inform the Bail Hearing Prosecutor when a file is coming close to the 20 hour deadline.
- This position is responsible for ensure appropriate vetting of a file. Some of the information contained within the file from the policing agency must be vetted and cannot be disclosed to the Justice of the Peace.
- Position applies the required knowledge of Bail protocols for processing of information
- The work of the legal assistant impacts the Ministry, Division, and Public as well as numerous law enforcement agencies

- Incomplete files/processes or lack of communication with the hearing office or LEA can impede the Court process and right to accused 24 hour Bail hearing ruling
- The responsibilities at the Legal Assistant level have serious implications and consequence of error thus in resulting in the safety and security of the public and could also result in a civil class action.

**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.

**KNOWLEDGE:**

- Legal Assistant Diploma and/or extensive related criminal experience or equivalencies is considered an asset
- 1 year experience working in the legal system or having knowledge of the legal process
- An understanding of the Criminal Justice System and processes specially relating to Bail
- Proficient in Microsoft Office Suite, including Outlook and Adobe
- Proficient in Government of Alberta software including; JOIN, PRISM Criminal E file and the Bail Hearing list.

**SKILLS:**

- Excellent oral and written communication skills
- Problem solving skills
- Excellent interpersonal skills
- Ability to work independently and in a team environment
- Meet tight deadlines and capable of working in a high volume and demanding environment
- Displays maturity and professionalism at all times when dealing with Prosecutor, Defence Counsel, Agencies and the General Public.

**ABILITIES:**

- Ability to work independently and as part of a team
- Demonstrate a high degree of initiative and ability to multi-task
- Exceptional organizational ability and attention to detail

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

**Internal:**

Deputy Chief Prosecutor	As required	Direction
Crown Prosecutor	Daily	Constant exchange of information
Legal Assistants	Daily	Exchange of information

**External:**

Clerk of the Court	Daily	Exchange of information
Defense counsel	Daily	Exchange of information
Federal counsel	Daily	Exchange of information
EPS/CPS/RCMP	Daily	Exchange of information
Duty Counsel	Daily	Exchange of Information
Justice of Peace	Daily	Exchange of Information
Alberta Hearing Office Employees	Daily	Exchange of Information

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

This position has no supervisory responsibilities.