

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value**Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

This position is primarily responsible for the management and coordination of both paper and electronic evidence using technology. This position performs project management duties, evidence acquisition, evidence processing, uploading evidence into litigation support software (Nuix Discover), coordinate with external vendors to cull, process and organize evidence for uploading, prepare schedules and other materials in order to prepare Affidavits of Record or

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. In accordance with Provincial Legislation and under the Legal Services Divisional plans, the Litigation Evidence Paralegal provides senior administrative assistance to the lawyers by providing effective and clear policies and protocols for the use of litigation technology in order to meet deadlines and client demands; as well as establishing and effective practice area.

Core Activities

- Follow and maintain Evidence Production processes and procedures such as:
 - Best practices for acquisition of paper and electronic evidence
 - Best practices for processing and uploading both paper and electronic client evidence to litigation support tools such as Nuix Discover with a view of preparing Affidavits of Records or Certified Records
 - Policies and best practices for handling incoming eDiscovery evidence and how it is to be processed with a view to preparing Affidavits of Records or Certified Records
 - Policies and best practices for handling document exchange with other counsel; including obtaining their document evidence in various formats and converting to a usable format for Nuix Discover and providing our client's document evidence to opposing counsel in their requested format
 - Work closely with Legal Services lawyers to ensure protocols and best practices are followed
 - Perform administrative duties on software
 - Provide on-site technical assistance to users for Nuix Discover
 - Creating new databases in Nuix Discover and modifying the set up if necessary
 - Completing case administrator functions including tracking and issuing licenses to Nuix Discover users
 - Assisting lawyers with steps involved in collecting relevant records, then collecting paper and electronic documents from custodians and loading them into Nuix Discover
 - Recommending most effective use of Nuix Discover in particular circumstances
 - Attending meetings with lawyers, particularly on large files
2. In accordance with the Rules of Court, Provincial Legislation and appropriate Federal Legislation, the Evidence Production Paralegal provides assistance to the lawyers by providing effective legal services to government departments and enabling the meeting of deadlines and client demands through the use of litigation support technology.

Core Activities

- Provide paralegal support assistance in the area of electronic litigation support through the following activities:
 - Coordinate the preparation of paper and/or electronic evidence for uploading into litigation support software and then return paper to original file condition or secure electronic evidence by organizing, scanning, unitizing, processing and coding of evidence into Nuix Discover or liaising with outside vendor to perform evidence processing
- Preparation of electronic production sets of records by performing complex searches to locate records within the databases and then preparing the following:
 - Schedules to Affidavits of Records
 - Certified Records
 - Load files in various formats, as required by opposing counsel
 - PDF records for firms without litigation software
- Prepare electronic copies of evidence for exchange with counsel
- Receive electronic evidence through various means and then load or transfer those records to the appropriate network locations
- Upload transcripts and undertakings into Nuix Discover, create links between documents and undertakings

3. Provide accurate and timely paralegal support

Core Activities

- Work independently with little supervision on assigned projects and files
 - Maintain files, track limitations and/or project deadlines
 - Liaise with other law firms to obtain and provide appropriate electronic copies of production records
4. Utilize initiative, tact and judgment in accordance with the Code of Ethics within the guidelines of the Rules of Court, legislation, court and litigation processes to be able to provide effective, quality support to government departments within strict time guidelines.

Core Activities

- Use initiative, skill and experience to organize and complete assignments
- Maintain a positive, solution oriented, service focused and supportive individual and team attitude
- Participate in quality assurance activities with a view towards continuous improvement
- Must show initiative and work independently with minimal supervision
- Able to handle extremely sensitive and confidential matters
- Meet tight deadlines while ensuring high quality standards are met
- Plan, coordinate and monitor a significant number of simultaneous tasks in an environment of shifting priorities
- Work as a team member on projects involving numerous lawyers and legal assistants

Problem Solving

Typical problems solved:

- Ability to assess unique litigation file requirements in a technological setting, problem solve and find innovative solutions for handling electronic records
- Ability to monitor progress of tasks and problem solve difficulties when they arise
- Exercise creativity in creating protocols, policy and procedure and devise unique and successful ways of managing the flow of information as well as the technological tools used in the performance of the duties.

Types of guidance available for problem solving:

Senior members of the team, Nuix vendor training, Nuix help menu

Direct or indirect impacts of decisions:

Materials being filed on time, evidence produced in an accurate and timely manner, accessible documents with minimal confusion for clients and interested parties.

Key Relationships

Major stakeholders and purpose of interactions:

Stakeholders include management, legal officers, client ministries, the courts, outside vendors, support staff and administration.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Other		

If other, specify:

Legal Assistant Diploma

Job-specific experience, technical competencies, certification and/or training:

- Keep up to date with changes to technology, policies, procedures and legislation through formal and informal training

- Legal Assistant Diploma and 5 years legal experience
- Experience using litigation support software or equivalences
- Exceptional organizational skills and attention to detail
- Understanding of various legal practices, especially in the Civil Law area for an accurate and precise process
- Knowledge of Nuix Discover would be beneficial
- Understanding of Records Information Management
- Knowledge of computers and software such as Microsoft Word, Outlook, Excel and PowerPoint
- Knowledge of the *Alberta Rules of Court, Alberta Evidence Act, Class Actions Act*, civil litigation process and procedures and in particular, specialized knowledge surrounding the production of records and evidence in civil litigation.
- Strong written and oral communication skills
- Ability to work independently with little supervision, prioritize workload and meet tight deadlines
- Ability to work professionally with legal support staff, outside counsel, client departments and the public

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works in open teams to share ideas and process issues: <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	Regularly have to solve technological problems with little to no technical support, have to problem solve to get the desired results within the specialized software
Systems Thinking	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Observes and understands larger impact of role: <ul style="list-style-type: none"> • Sees impact of work on organization; anticipates change in own area based on activities in other areas • Considers how own work impacts others and vice versa • Ask questions to understand broader goals • Aware of how organization adds value for clients and stakeholders 	Frequently meet with other teams to discuss changes to processes/ procedures to get input on how it will affect other areas.
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Makes working with a wide range of parties an imperative: <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are 	Work with various stakeholders, both internally and externally. Go above and beyond to meet stakeholders needs Attend meetings with various stakeholders and ensure all parties are

		<p>represented</p> <ul style="list-style-type: none"> • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	represented
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<p>Work regularly with Service Alberta and Innovation and Technology teams, meet monthly with DSO to discuss current projects and challenges</p> <p>Communicate changes in specialized software to all stakeholders</p> <p>Meet with eDiscovery to discuss cases and collaborate on what is needed to collect all relevant materials</p>

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)