

New

Ministry

Justice

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Paralegal

Requested 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

Job Purpose and Organizational Context

Why the job exists:

The Government of Alberta is committed to a diverse and inclusive public service that reflects the population we serve to best meet the needs of Albertans. We are a team that values and supports diversity, inclusion, and innovation.

One of Alberta Justice's core businesses is to provide Legal and Strategic services to government. This is accomplished through our Legal Services Division (the "LSD").

In 2013, LSD developed the SolGen Project. A specialized unit within LSD, it's primary initiative is to defend civil lawsuits filed against Alberta's Ministers, provincial correctional facilities, Directors, and provincial employees, the Sheriff's Branch, and Probation.

The SolGen Project also deals with files involving Charter Applications, O'Connor Applications, Alberta Witness Security Program, Class Actions, McNeil disclosure requests, and Habeas Corpus applications.

Responsibilities

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

1. SolGen Project: Manage assigned contingent liability files to achieve one or more of the following outcomes: a) zero monetary output; b) alternative approaches to resolution through negotiated settlement

with the least amount of monetary impact on Alberta (when appropriate); c) discontinuance of claim, striking application, or drop dead application.

- Possess a comprehensive knowledge and understanding of the justice system, and the civil litigation process in Alberta. Use that knowledge to draft, file and serve appropriate legal documents including, statement of defence, notice of claim against co-defendant, affidavit of records with multifaceted production, risk assessment, legal research, brief, factum, notice of appeal, appeal record, extracts of key evidence, condensed book.

- Use your exemplary written, interpersonal, and communication skills to build and maintain collaborative working relationships with clients, stakeholders, colleagues, opposing counsel and self-represented litigants. Gather, analyze and prepare, information from varied sources, while complying with common law principles, legislation, regulations, government directives, manuals, policies, and processes.

- Demonstrate initiative, professional judgement, problem solving skills, and the ability to work in a multifaceted digital environment with constant shifts in focus where priorities require exceptional time management skills, a positive attitude, and ability to complete tasks on time.

- Conduct comprehensive legal research to draft risk assessments, memorandums to the client, case summaries, and legal documents. Maintain a detailed knowledge, and work within the parameters of the Alberta Rules of Court, Alta Reg 124/2010, Contributory Negligence Act, RSA 2000, c C-27, Corrections Act, RSA 2000, c C-29, Limitations Act, RSA 2000, Proceedings Against the Crown Act, RSA 2000, c P-25, Regional Health Authorities Act, RSA 2000, c R-10, Freedom of Information and Protection of Privacy Act, RSA 2000, c F-25, Canadian Charter of Rights and Freedoms, Part 1 of the Constitution Act, 1982, being Schedule B to the Canada Act 1982 (UK), 1982, c 11, c C-5, Alberta Evidence Act, RSA 2000, c A-18, Tort-Feasors Act, RSA 2000, c T-5, Criminal Code, RSC 1985, c C-46, Minor Injury Regulation, Alta Reg 123/2004.

2. Support the Drop Dead Application Process: In accordance with the Alberta Rules of Court, Alta Reg 124/2010, s 4.33, when a delay in an Action occurs, an application for dismissal can be filed with the Court.

- Prepare necessary documentation to bring an application before the court to have the Action dismissed.

- Communicate with clients regarding applications, recording court dates, and addressing routine inquiries from both clients and legal counsel.

- Compile information, summarize files, and review applications for completeness. Notify lawyers of any necessary follow-up actions, and coordinate the service of legal documents to all relevant parties.

- Liaise with the Clerk's office, clients, and opposing counsel, prepare orders, arrange service, and handle routine correspondence drafting and responses.

- Demonstrate initiative, professional judgement, problem solving skills, and the ability to work in a multifaceted digital environment with constant shifts in focus where priorities require exceptional time management skills, a positive attitude, and a keen ability to complete tasks on time. The Paralegal must be able to efficiently prioritize a high-volume workload, identifying trends and intersecting priorities, and always remain cognizant that errors in the workplace may result in serious consequences.

3. Contribute to the success of LSD. Effectively coordinate LSD resources and a high-volume workload to effectively support the Divisional business plan.

- The Paralegal must set goals within the context of long-term outcomes to ensure progress and success.

- The Paralegal must proudly work collaboratively to build a stronger province for current and future generations.

- The Paralegal must possess the following values: Respect, Accountability, Integrity, Excellence.
 - The Paralegal must hold, or be eligible to obtain, an appointment as a Commissioner for Oaths in and for Alberta.
4. Maintain proficiency with information systems and business productivity tools used for carrying out responsibilities:
- The Paralegal must possess the skills, or be willing to learn, the following business applications: JOIN, CASES, ORCA, Prolaw, CAMS, KB Filing Digital Service, 1GX, legal databases and internet.

Problem Solving

Typical problems solved:

The Paralegal is faced with competing priorities on a daily basis. They must identify time sensitive matters, and offer practical, realistic, and relevant resolutions to issues that arise.

At times, multiple lawyers may assign time sensitive work. The Paralegal must possess and robustly demonstrate the following skills in order to problem solve and succeed:

- Confidence, self-assurance, and a high degree of autonomy and individual responsibility.
- Exemplary written, interpersonal, and communication skills to build and maintain collaborative working relationships with clients, stakeholders, colleagues, opposing counsel and self-represented litigants.
- A positive attitude and the ability to complete tasks on time.
- Dedication to continuous improvement and innovation.
- Initiative, professional judgement, problem solving skills, and the ability to work in a multifaceted digital environment with constant shifts in focus where priorities require exceptional time management skills, a positive attitude, and a keen ability to complete tasks on time.

Types of guidance available for problem solving:

The Paralegal must have the skills to work independently, and as a team. When faced with a problem, the Paralegal should feel comfortable using the following resources:

- Office manuals, directives, protocols, policies, and guidelines. In addition, applications and databases provided by other divisions of the government, and internal and external stakeholders.
- Advice from Directors, Associate Directors, office supervisor and office lawyers.
- Legal resources, common law principles, legislation and regulations.

Direct or indirect impacts of decisions:

Maintaining the good reputation of the Government of Alberta is paramount. The Paralegal should always remain cognizant that their work has a broad impact on Albertans, and that errors in the workplace may result in serious consequences.

The Paralegal's work must always be properly vetted for safety/security, public interest privilege, relevance, and solicitor/client privilege. The personal safety of Albertans must be forefront in the mind of the Paralegal in their day to day tasks.

Key Relationships

Major stakeholders and purpose of interactions:

The Paralegal works with the following stakeholders: Provincial correctional facilities in Alberta (Centre Directors, Associate Directors, Correctional Peace Officers, Correctional Service Workers), Risk Management and Insurance Branch, Sheriffs Branch, Custody Operations Branch, Public Safety and Emergency Services Ministry, Probation, Alberta Health Services, Department of Justice Canada, and police agencies from across the Province.

Effectively coordinate LSD resources and a high-volume workload to effectively defend Alberta against contingent liability claims filed by inmates currently, or formally, housed in provincial correctional facilities in Alberta. The Paralegal's involvement will be pivotal in the civil litigation process, making a substantial contribution to effectively handle serious and complex cases. Additionally, the Paralegal will serve as the main point of contact for legal professionals, law enforcement representatives, and other stakeholders involved in the management of the SolGen files.

Required Education, Experience and Technical Competencies

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

If other, specify:

Supplemented with at least 3 years of progressively responsible related experience

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

The Paralegal has expanded responsibilities and a demanding role, requiring a high degree of autonomy and individual responsibility. Due to the complexity of the Paralegal position, a minimum two-year (2) paralegal diploma and three (3) years progressively responsible related work experience is required to excel in this position.

The Paralegal must have a strong knowledge of the court system, legal processes, civil litigation, and exceptional writing skills. Strong organizational and time management skills to effectively manage high volume inventory. Strong communication (written/verbal) and interpersonal and administration skills.

Proficiency with Microsoft Office (Outlook, Word, Excel, Access, Powerpoint) is required. Experience using information systems and business productivity tools used for carrying out responsibilities (e.g. JOIN, CASES, ORCA, Prolaw, CAMS, KB Filing Digital Service, Westlaw, CanLii, Alberta Law Libraries, KB Source, internet, and shared network).

A detailed knowledge of: Alberta Rules of Court, Alta Reg 124/2010, Contributory Negligence Act, RSA 2000, c C-27, Corrections Act, RSA 2000, c C-29, Limitations Act, RSA 2000, Proceedings Against the Crown Act, RSA 2000, c P-25, Regional Health Authorities Act, RSA 2000, c R-10, Freedom of Information and Protection of Privacy Act, RSA 2000, c F-25, c F-9, Canadian Charter of Rights and Freedoms, Part 1 of the Constitution Act, 1982, being Schedule B to the Canada Act 1982 (UK), 1982, c 11, Canada Evidence Act, RSC 1985, c C-5, Alberta Evidence Act, RSA 2000, c A-18, Tort-Feasors Act, RSA 2000, c T-5, Criminal Code, RSC 1985, c C-46, Minor Injury Regulation, Alta Reg 123/2004.

Appointment as a Commissioner for Oaths in and for Alberta is considered an asset.

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 type="radio"/>	<input checked="" type="radio"/>	Creates the environment for innovative problem solving: • Generates new ways of	Extensive knowledge of the court system and procedures.

		<p>thinking; ensures right questions are being asked about a problem</p> <ul style="list-style-type: none"> • Eliminates barriers to creativity and innovation • Encourages a culture of innovation 	
Agility	○ ○ ○ ○ ●	<p>Creates an adaptable environment:</p> <ul style="list-style-type: none"> • Fosters agility, proactive and flexible practices • Leads and creates momentum for change • Champions plan of action and overcomes barriers through proactive anticipation • Quickly understands and reacts to environment, establishing flexible culture 	<p>Ability to adapt to the demands of complex litigation matters.</p> <p>Conducting legal research and drafting complex court documents.</p>
Build Collaborative Environments	○ ○ ○ ○ ●	<p>Creates an open environment of communication:</p> <ul style="list-style-type: none"> • Promotes sharing of expertise • Initiates strategic communication systems • Anticipates and addresses potential conflict areas • Inspires with a bold, complete and shared vision • Leads cross-functional collaboration 	<p>Shares knowledge of resources and procedures with surrounding staff for everyday tasks.</p>
Develop Networks	○ ○ ○ ○ ●	<p>Builds trust to fairly represent every party:</p> <ul style="list-style-type: none"> • Uses network to identify opportunities • Establishes credibility and common purpose with a range of people • Actively represents needs and varying groups • Creates strategic impression by inspiring and connecting with values and beliefs 	<p>Works on building relationships with clients and internal/external stakeholders.</p>