

Working Title Legal Assistant	Name
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry Justice and Attorney General
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Present Classification	Requested Classification
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Dept ID	Program Code	Project Code (if applicable)
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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](#)).

To provide senior legal and administrative support for the prosecution of criminal and provincial offences in all levels of court by working under the direction and supervision of Office Manager, Crown Counsel, High Risk Offender Manager and Paralegals within a framework of applicable legislation, policies, procedures, regulations and precedents. This position focuses on trial preparation support including witness management, preparation of trial books, preparation of exhibit books, preparation of complex court documents, legal file and records management, disclosure, responding to enquiries, liaising with internal parties and external stakeholders, collecting and organizing offender background information and performing other administrative functions to ensure that Branch goals and objectives are met.

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. Effective management and organization of legal files and documents in preparation for court proceedings in all levels of court providing specialized legal assistance/support in cases which are complex due to high-level charges, multiple accused/respondents and/or multiple witnesses and may include multiple jurisdictions.

- ACTIVITIES:
- Keep track of open files on RITS (Records Inventory Tracking System) and add new information to it regularly.
 - Organize and maintain files according to the new numeric filing system for each unit (Economic Crime, Organized Crime and Technology & Internet Crime).
 - Independently draft, prepare, process and file routine court documents including, but not limited to Notices of Motion, Affidavits, Orders, Statutory Declarations, Notices of Expert Witness, Canada Evidence Act Notices and other Court documents.
 - Prepare Agreed Statements of Facts, Arguments, Factums and Index to Authorities;
 - Organize Books of Authorities, Trial Binders, Exhibit Books and Dangerous Offender/Long Term Offender materials.
 - Complete and process all necessary documentation and review files/briefs to make sure all relevant documentation is included.
 - Prepare documentation required for Search Warrant Extensions.
 - Prepare Wiretap Notifications.
 - Prepare Proceeds of Crime applications.
 - In conjunction with Paralegal, and under his/her direction, prepare and process *Mutual Legal Assistance in Criminal Matters Act* (“MLAT”) and *Extradition Act* documentation.

2. Effective management of witnesses in high-level complex cases, which may involve several witnesses, including professionals.

- ACTIVITIES:
- Prepare, file and facilitate service of subpoenas and liaising with police investigator to ensure service completed.
 - Schedule witness interviews and may attend at the request of Crown Counsel to take notes or for other purposes.
 - Maintain ongoing contact with witnesses throughout duration of a prosecution including explaining criminal

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process, answering questions or concerns and resolving scheduling conflicts.

- Contact police agencies to locate witnesses when contact is lost.
- Make travel arrangements for witnesses.
- Arrange for translators to attend Crown Counsel interviews when required
- Liaise with courts in relation to special needs and witness expenses.

3. Problem solve and research information when required

ACTIVITIES:

- Identify and request missing or better disclosure from investigator.
- Locate case law at the request of Crown Counsel/paralegal.
- Access and assess Criminal Code, JOIN Charge Text and Internet sites when requests are received from the police regarding charges, wording of charges and/or procedures.
- Utilize the Justice Online Information Network (JOIN) to verify charges, court dates, assigned prosecutor, locations and subpoenaed witnesses.

4. Organization and delivery of disclosure to accused/defence counsel

ACTIVITIES:

- Prepare and maintain a detailed itemization of investigative reports, witness statements, Will Say statements, exhibits and other materials disclosed.
- Compare disclosure to original documentation to ensure that true and full disclosure is made.
- Liaise with investigator in respect to missing disclosure.
- Ensure defence counsel acknowledges receipt of disclosure.

5. Provide accurate and timely administrative support to Crown Counsel, HRO Manager and Paralegals involved in the prosecution of serious/complex cases.

ACTIVITIES:

- Ensure all correspondence received is brought to the Crown Counsel's and/or the HRO Manager, and/or paralegal's attention and a draft response prepared on behalf of the Crown Counsel/HRO Manager or for the Crown Counsel's/HRO Manager's signature in a timely manner.
- Obtain out of Province/Country/International Travel Authorizations.
- Make travel arrangements for Crown Counsel.
- As proxy for Crown Counsel/HRO Manager, utilize My Agent to prepare expense accounts.
- Maintain Crown Counsel/HRO Manager diary and diarization system.

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

ACTIVITIES:

- Under the direction of Crown Counsel, the HRO Manager and paralegal, provide and obtain information from defence counsel, investigative agencies, witnesses, Judges' offices, Court Services staff, ADM's office, Appeals Branch, general public and other internal and external parties including Correctional Services, Forensic Services, Child Welfare, other Crown Offices, and other provincial National Flagging System Coordinators.
- Respond to disclosure questions.
- Request police documentation for search warrant extensions.
- Follow up with investigator on missing disclosure or further investigation.
- Dissemination/sharing of information to ensure that knowledge management principles are implemented.
- Ensure all inter-departmental communications (Status Reports) and file systems are updated in a timely fashion and are accurate.

7. Manage cases in Summation and Adobe Acrobat

ACTIVITIES:

- Create cases in Summation or Adobe Acrobat to store scanned and imported images.

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- Prepare documentation (disclosure) for scanning including consideration of best practice in terms of organization of documents prior to scanning.
- Scan paper documents into Summation using the foldering method or page and folder break sheets within individual cases.
- Maintain quality control of scanned images including adjustment of scanner settings, contrasting and deskewing.
- Invoke batch processes including Bates numbering, Endorsing, OCRing, Printing and Tiffing.
- Export images, coded data and OCR text to CT Summation and Adobe Vetting of scanned images in Adobe software.
- Create Disclosure List in Excel including linking of images to Excel Spreadsheet.
- Input metadata into columns or fields and creates Briefcases in Summation.
- Create CD's and DVD's of Disclosure List and scanned and vetted images for disclosure to defence counsel.

8. Collect and organize offender background materials into electronic trial/hearing binders for the High Risk Offender Unit for the use of bail, sentencing and/or Dangerous Offender, Long Term Offender or High Risk Offender Recognizance applications.

ACTIVITIES:

- Assist the National Flagging System Coordinator (Crown Counsel) and Assistant National Flagging System Coordinator (HRO Manager) in identifying, flagging and tracking HRO offenders and sharing offender information within the National Flagging System Program.
- Review materials and transcripts currently on file or coming in to ensure they are complete (ensure that they contain the finding of facts, the submissions, the relevant exhibits and the decision). Order any relevant or missing transcripts, exhibits or documents.
- Verify and follow-up with police, corrections and/or Crown Counsel on CIPC/JOIN hits on HRO offenders and ensure that HRO Manager is informed immediately about notification that a Potential Dangerous Offender has been charged with a serious offence.
- Create, develop, review and edit entries to the HRO database to ensure there is a brief offender/offence synopsis with relevant current status information.
- Analyze all information available to determine if an offender meets or will meet if convicted of another offence, the requirements of Bill C-2 as it pertains to Dangerous and Long Term Offenders. Add details to database regarding duty to advise/presumption.
- Scan, name and index documents on the files, re-organize and rename documents scanned into electronic trial/hearing binder format.
- Complete a Criminal Record Analysis to ensure entries are complete and accurate (prepare CR document similar to PPOP).
- Update list of ongoing, pending, contemplated and completed DO/LTO applications. Update edited list and provide to AHS quarterly.

9. Assist the Paralegal and the HRO Manager in the file preparation for bail, sentencing and/or DO/LTO/HRO Recognizance Applications on High Risk Offenders.

ACTIVITIES:

- Under Paralegal and HRO Manager's supervision, prepare a Comprehensive Bail Package similar to the PPOP CBP.
- Prepare Offender Profile/Chronology.
- Prepare Visual Time Line.
- Prepare potential witness list.
- Prepare pattern analysis.
- Review 810.1/810.2 packages to ensure they are accurate and complete.
- Review 810.2 packages and prepare Briefing Notes and Minister's report.

10. Assist HRO Unit Coordinator (Crown Counsel) in file preparation for ARB hearings.

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ACTIVITIES:

- When opening files, ensure all required documentation is on file including NCR/Unfit Order, current assessment, Criminal Record, transcript and VIS.
- Create and maintain filing system for ARB files and prepare summaries for each file.
- After hearing, ensure the new disposition is accurate as per Crown Counsel's instructions.
- Follow up on Unfit matters and ensure that the Prima Facie case is within the allotted time frame.
- Prepare documentation for Interprovincial Transfers.

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 under the supervision of Office Manager, assigned Crown Counsel, HRO Manager and Paralegal within the Specialized Prosecutions Branch and by applying the required knowledge of legislation, procedures, regulations and precedents.

Administrative services provided impact the Branch as well as numerous law enforcement agencies and other National Flagging System Program participants. Administrative services provided impact the different levels of court. Incomplete files/processes or lack of communication and liaising with Court clerks could impede the Court process. The responsibilities at the Senior Legal Assistant level have serious implications and consequence of error - the possibility of 'lost prosecution' cases.

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 extensive related criminal experience or equivalencies
- Comprehensive understanding of the Criminal Justice System and processes
- Comprehensive understanding of the Criminal Code and Rules of Court
- Proficient in Microsoft Office Suite and JOIN
- Familiar with Summation and Adobe Acrobat program
- Familiar with Records Inventory Tracking System
- Familiar with Part 24 – pre and post Bill C-2
- Familiar with Section 810.1, 810.2 and leading cases
- Familiar with cases dealing with imminent risk
- Familiar with basic risk assessment tools and relevant/leading cases
- Familiar with the conduct of Part 24 applications
- Familiar with the DO/LTO Guidebook and policy
- Familiar with Criminal Code, Part XX.1 - Mental Disorder

SKILLS:

- Excellent oral and written communication skills
- Problem solving skills
- Good interpersonal skills

ABILITIES:

- Ability to work independently
- Demonstrate a high degree of initiative
- Exceptional organizational ability and attention to detail

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

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Extensive contact with investigators, Court Services and Corrections personnel, law enforcement, lawyers, other Branches within the Division, victims, witnesses and accused. The position is the main link between stakeholders and the Crown Counsel/HRO Manager to problem solve and provide pertinent information, which often results in the resolution of issues.

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

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, 6th 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
Office Manager	_____	_____	_____
	Name	Signature	Date
Executive Director	_____	_____	_____
	Name	Signature	Date