

Working Title Unit Clerk – Intake Unit Reception/Disclosure Window	Name
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Criminal Justice Division General Prosecutions – Calgary Crown Prosecutors’ Office	Ministry Justice
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Present Classification Administrative Support 3	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 administrative support for the prosecution of criminal and provincial offences, including but not limited to the Criminal Code of Canada and the Traffic Safety Act, in the Calgary Crown Prosecutors’ Office. Working within existing guidelines and procedures provides a range of central service support to Crown office. This includes processing mail, photocopying, and performing other services that are required to ensure that branch goals and objectives are met.

This position reports to Supervisor of the Document Service Centre and is responsible for providing administrative support by providing a centralized mail distribution/disclosure pick-up centre at the Calgary Crown Prosecutors’ Office.

**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. Provides central services support to the Calgary Crown Prosecutors’ Office.**

**Activities:**

- Screens all enquiries at counter and responds to routine legal and procedural questions and forwards all other enquiries to the appropriate staff member.
- Calls out disclosure when ready to be picked up.
- Provides disclosure packages to defence counsel, private couriers or accused when they appear at the disclosure pick-up window.
- Utilizes the Justice Online Information Network (JOIN) to verify court dates, assigned prosecutors and locations.
- Utilizes PRISM to enter disclosure status.
- Ensures that sensitive materials are delivered in a timely manner.
- Arranges for private courier services for timely pick up of court materials.
- Updates legal directory when required.
- Manages all media to be prepared/burned from e-Crim
- Manages all incoming calls to main line, providing information and directing calls accordingly.

**2. Provides general administrative support to the Calgary Crown Prosecutors’ Office.**

**Activities:**

- Disseminates/shares information to ensure that knowledge management principles are implemented.
- Maintains knowledge of postal regulations and courier procedures.
- Manages reception inbox for incoming communications from the office.
- Other related duties.

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

**Activities:**

- Utilizes e-Crim to and obtain disclosure packages and print for self represented accused.
- Verifies invoices from private courier services and deals directly with vendors to reconcile disputed charges.

**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](#)).

Administrative services provided by the incumbent ensure prosecutors go to court prepared. This is achieved by providing the best possible service to the prosecutors, provincial court, stakeholders and the general public.

This position must be knowledgeable of office activities to provide service to the approximately 130 staff members. This includes processing mail, photocopying, and performing other services that are required to ensure that branch goals and objectives are met.

This is an integral component of the operation of a Calgary Crown Prosecutors' Office and its function can impact the prosecution of the office, for example a misplaced Charter Notice. An error could result in bringing the administration of justice into disrepute in the Judicial District of Calgary. Charges could be dismissed for lack of prosecution or cases adjourned and costs could be found 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.

Graduation from a legal secretarial program and related experience or equivalencies  
Legal Assistant Diploma is considered an asset  
Knowledge of Criminal Justice System  
General computer skills and knowledge of Word and JOIN.  
Oral and written communication skills  
A strong organizational ability and attention to detail  
Problem solving skills  
Good interpersonal skills

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

Position is a first line of contact with accused, police and other investigative agencies, defence counsel, court personnel, courier services and Canada Post to find the most effective delivery and the general public.

**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.