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|--|---|---|---------------------|
| Working Title<br>Executive Assistant to the Chief Justice/Associate<br>Chief Justices of the Court of King's Bench |   | Name<br>[REDACTED]                                  |                     |
| Position Number<br>[REDACTED]  | Reports to Position<br>No., Class & Level<br>[REDACTED] | Division, Branch/Unit<br>CJS, Court of King's Bench | Ministry<br>Justice |
| Present Class<br>[REDACTED]  |   | Requested Class<br>Executive Support 3              |                     |
| Cost Centre<br>[REDACTED]  | Profit Centre<br>[REDACTED]                             | Project Code (if applicable)<br>[REDACTED]          |                     |

**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 Court of King's Bench is the Superior Trial Court for the Province, hearing trials in civil and criminal matters and appeals from decisions of the Provincial Court. The Court of King's Bench of Alberta is comprised of a Chief Justice, two Associate Chief Justices, 74 Justices and seven Applications Judges. This Executive Assistant position provides a broad range of knowledge and extensive support to the Associate Chief Justice of the Court of King's Bench by providing management of highly confidential and legal applications to governing liaisons and the public sector. This Executive Assistant is responsible for the day-to-day operation of the Chief's and/or Associate Chief Justice's Office and must be able to work well under pressure and provide information on administrative and legal matters with minimal guidance or supervision.

The Executive Assistant performs executive, administrative, paralegal, and related duties for the Chief/Associate Chief Justice of the Court of King's Bench of Alberta. The incumbent responds effectively to complex issues and takes appropriate action. These functions necessitate strong problem-solving and decision-making skills. Sound judgment is used in making decisions, applying policies, procedures and established practices. Where issues are not clearly defined, the employee draws on experience and/or implements innovative solutions appropriate to the situation.

The Executive Assistant acts as a representative for the Chief/Associate Chief Justice in dealing with the judiciary, Government officials, court personnel, legal counsel and the public. The Executive Assistant receives and handles confidential and sensitive information and demonstrates excellent interpersonal and communication skills, both oral and written. Support is provided in a highly professional manner with a high degree of autonomy, diplomacy and confidentiality. Work is performed using strong organizational skills, unquestionable integrity, and a thorough knowledge of the administrative and paralegal discipline.

**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 3-6 activities should be described (see [Sections 2.1 and 2.2](#)).

As the Executive Assistant to the Chief/Associate Chief Justice of the Court of King's Bench of Alberta, reporting to the Senior Manager of the Court of King's Bench, the incumbent provides administrative support to the Chief/Associate Chief Justice in accordance with governing policies and procedures which includes personal and highly confidential administrative services.

- Reviews background information on matters requiring the Chief/Associate Chief Justice's attention and relays discrepancies or potential concerns to the Chief/Associate Chief Justice.
- Responds effectively, with discretion and sound judgment, to inquiries on a variety of matters, whether operational or administrative in nature, and acts as initial contact for Government officials, the judiciary, Court staff, the legal profession, and the public.
- Take and transcribe from Dictaphone judgments, confidential correspondence, judicial reports,

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speeches and other correspondence.

- Acts independently and pro-actively to provide support to the Chief/Associate Chief Justice in all aspects of his judicial and personal duties.
- Maintain the Chief/Associate Chief Justice's calendar by arranging appointments, meetings and conference calls with the judiciary, Government officials, Court personnel, and legal counsel, etc.
- Coordinates all aspects of travel arrangements for the Chief/Associate Chief Justice to attend meetings, conferences and judicial sittings throughout the country. This involves working with tight time frames, organizing documentation and materials as required.
- Provides highly personal and confidential administrative services to the Chief/Associate Chief Justice.
- Compose judicial and personal letters and memorandums in accordance with the Chief/Associate Chief Justice's instructions or on own initiative.
- Work independently on special projects and assignments as directed by the Chief/Associate Chief Justice.
- Prepare Provincial documentation for marriage ceremonies as well as preparation of speech for ceremony.
- Provides assistance to the Chief/Associate Chief Justice serving on special ad hoc boards and commissions which includes preparation and distribution of Minutes and Agendas.
- Liaises with various Federal and Provincial Government officials, the judiciary, external agencies, members of the Bar, and acts as a liaison with Court officials in other jurisdictions.
- Maintains and updates texts, statutes and reference materials.
- Coordinates meetings with the Chief/Associate Chief Justice with respect to Civic, Provincial and Federal Government officials, counsel, Court staff, and outside agencies.
- Researches computer database systems (Alberta Courts Internet/Intranet, Quicklaw, CrimJI, Federal Statutes and Regulations, Alberta Statutes and Regulations, and *Rules of Court*).
- Maintains a comprehensive and extensive filing system for the Chief/Associate Chief Justice's correspondence, including photocopying and filing, general correspondence, reports, judgements, etc. of a judicial legal/personal nature as required.
- Prepare case management correspondence on behalf of the Chief/Associate Chief Justice which involves assigning a Justice to court files when case management is granted by way of court application or upon consent of all parties involved in the action and notifying all parties and distributing materials to the case management justice.
- Prepares correspondence on behalf of the Chief/Associate Chief Justice in relation to expedited/urgent requests for assignment of Justices to hear matters.

Administration Duties:

- Coordinates Bar Admission requests from students-at-law.
- Work with management to identify, plan and coordinate issues involving Infrastructure.

Responsible for the preparation and formatting of final judicial determinations following stringent departmental policies and standards to ensure appropriate stakeholders receive judicial Judgments in an effective and timely manner.

- Prepares and formats electronic Judgments in accordance with the *Canadian Guide to Uniform Production of Judgments*, the Alberta Courts Website Privacy Protocol and Court procedure, by way of utilizing handwritten drafts.
- Verifies legal text by retrieving cases, checking citations and statutes in accordance with the guidelines set out in the *Canadian Guide to Uniform Legal Citation*. Researches information on CASES system and any relevant material for any special status, seals or restrictions on Court files. Complies with directives

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of the Privacy Checklist for Judgment Preparation with respect to all bans/orders and ensures that identifying information which could compromise privacy rights of parties and witnesses is removed.

- Coordinates with the clerk's office the filing and distribution of completed Judgments in accordance with directives and Court procedure.
- Follows a precise and detailed policy for notification and release of Judgments to the media.
- Ensures completed Judgments are forwarded to the Provincial Judgment Database for posting on Alberta Court's Internal and External Websites as well as the Law Society Library.

**SCOPE:** List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

Primary stakeholders are the members of the judiciary of the Court of King's Bench of Alberta and Government officials. Secondary stakeholders are Court staff, litigants, the legal profession and the general public.

For example:

Ability to effectively evaluate situations and make decisions ensuring that the appropriate action is taken as a representative of the Chief/Associate Chief Justice's Office.

**KNOWLEDGE, SKILLS & ABILITIES:** Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

- In-depth knowledge of business communication practices and procedures.
- Excellent organizational, time management, interpersonal and analytical skills.
- Ability to maintain confidentiality and handle sensitive matters with discretion and tact.
- Ability to demonstrate a high degree of professionalism.
- Must have unquestionable integrity.
- Perform complex assignments with proficiency.

**CONTACTS:** Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

- **INTERNAL:** The position is in direct contact with the Judiciary, management, judicial assistants, legal counsel, security, and other staff members.
- **EXTERNAL:** The position is in direct contact with building tenants, other government agencies, lawyers, lay litigants, media, couriers, the public and various businesses.
  - Chief/Associate Chief Justice of the Court of King's Bench
  - other members of the judiciary in Alberta and across Canada
  - Federal and Provincial Government officials
  - the legal profession
  - court personnel
  - self-represented litigants
  - the public

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

None.

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

*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 Job Evaluation Unit, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 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 (see Writing Guide [Page 16](#))

