

Working Title Legal Assistant – Traffic Unit	Name
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Criminal Justice Division General Prosecutions – Calgary Crown Prosecutor’s Office	Ministry Justice
	3003 - LA 3		

Present Classification Legal Assistant – LA2	Requested Classification
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Dept ID 1280171	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 traffic offences, including but not limited to the Traffic Safety Act and the Use of Highway and Rules of Road Regulation in the Calgary Crown Office. This support includes traffic files and records management, completion and processing of all necessary documentation, responding to inquiries and liaising with internal parties and external stakeholders, and performing other administrative functions that are required to ensure that Branch goals and objectives are met.

This position reports to the Supervisor of the Traffic Unit and is responsible for administrative support to the Provincial Prosecutors in the Traffic Unit.

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 administrative support for Provincial Prosecutors in the Traffic Unit.

Activities:

- Utilizes the Justice Online Information Network (JOIN) to verify court dates, assigned prosecutor and courtrooms.
- Utilizes Motor Vehicle System (ROADS) for processing driver’s abstracts.
- Utilizes Police Information Management System (LIVELINK) to print police reports and other related functions.
- Opens and endorses new traffic files in accordance with office procedures.
- Prepares pre-docket and docket in the Traffic Unit Courtrooms by ensuring all Crown files on the court list are retrieved for the Crown.
- Provides daily court-run to Traffic Court.
- Creates documents on software programs for tracking additional disclosure.
- Completes and processes all necessary documentation and reviews files/briefs to make sure all relevant documentation is included. Including correspondence for disclosure of file related matters.
- Files correspondence, documents and files, adhering to file policies and procedures.
- Provides records management duties for all traffic files.
- Vets files for disclosure.
- Prepares disclosure packages to be sent to the Document Service Centre for pick-up, completes the Traffic Unit disclosure call outs and ensures the Disclosure Acknowledgment forms are completed.
- Orders Traffic tickets from various court Locations as required for substantive criminal matters.
- Monitors the Traffic General Email Proxy and responds to emails requests accordingly.

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](#)).

2. Provides general administrative support in the Calgary Crown Prosecutors' Office.

Activities:

- Receives incoming disclosure requests (electronic or manual) in the unit and ensures timely delivery and response of such requests.
- Ensures office equipment is properly maintained by arranging professional servicing when required and that the machines have adequate paper and toner.
- Monitors supply inventory to ensure office does not run out of stock.
- Disseminates/shares information to ensure that knowledge management principles are implemented.
- Other related duties.

3. Problem solves and researches information when required.

Activities:

- Searches and obtains missing disclosure packages.
- Assesses if information can be disclosed without breaching confidentiality or affecting sensitive issues

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 Provincial Prosecutors are court prepared. This is achieved by providing the best possible service to the Provincial Prosecutors, Traffic Court, stakeholders and the general public.

The Traffic Unit consists of the five trial courtrooms operating out of Traffic Court in the Judicial District of Calgary, two trial courtrooms operating out of Family & Youth Court along JPC Counter (Adult & Youth) This position reports to the Supervisor of the Traffic Unit and is responsible for administrative support to the Provincial Prosecutors in the Traffic Unit.

This position works within the policies and procedures of the Traffic Unit and the Calgary Crown Prosecutors' Office. An error could result in bringing the administration of justice into disrepute in the Judicial District of Calgary. Charges could be dismissed or cases adjourned and costs could be found against the Crown if disclosure has not been provided in a timely fashion.

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, JOIN, MOVES and LIVELINK (Police Information Management System)

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, Fish and Wildlife, Motor Transport, Registry Offices across Canada, court personnel, witnesses, 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.

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

Manager

Name

Signature

Date

Division Director/ADM

Name

Signature

Date