

Working Title Legal Administration 1– Disclosure Clerk	Name
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Calgary Rural and Regional Response Office (CaRRRO)	Ministry Justice
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Present Classification Legal Administration 1	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 provide a range of central service support to the Crown office. This includes vetting disclosure, creating disclosure inventories, scanning, printing and burning disclosure packages, answering telephone enquiries about disclosure, processing disclosure requests, maintaining the electronic disclosure workspace and performing other services that are required to ensure that branch goal and objectives are met.

This position reports to the Supervisor of the Intake Unit and is responsible for administrative support to the Crown Prosecutors by providing disclosure to our stakeholders.

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 to the Crown Prosecutors by providing disclosure to our stakeholders.

Activities:

- Utilizes the Justice Online Information Network (JOIN) to verify court dates, assigned prosecutors and locations.
- Utilizes Criminal e-File daily working out of a queue, managing all incoming files that require vetting.
- Utilizes PRISM to update disclosure status and enter any disclosure concerns.
- Scans files, disclosure requests and additional disclosure.
- Vets requested files and supplemental disclosure using Adobe Acrobat Pro according to Crown guidelines.
- Seeks Crown guidance regarding sensitive material.
- Creates new disclosure forms on software programs, as requested.
- Prints and burns disclosure packages for self represented accused.
- Liaises with law enforcement agencies to obtain additional video/audio/cd’s for disclosure purposes.
- Other related duties.

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

Activities:

- Receives incoming mail, faxes and court-run documents for date and sensitive materials and ensures timely delivery and response.
- Ensures office equipment is properly maintained by arranging professional servicing when required and that the machines have adequate paper and toner.
- Disseminates/shares information to ensure that knowledge management principles are implemented. Screens all calls and emails, responds to routine legal and procedural questions and forwards all other calls to the appropriate staff members/units.

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3 Problem solves and researches information when required.

Activities:

- Searches and obtains missing disclosure packages.
- Searches electronically for missing files, additional material, disclosure requests and to determine disclosure status.
- Utilizes JOIN, PRISM and e-File to investigate file status, court date, assigned Crown and disclosure status.
- Contacts courthouse regarding status of sealed documents
- Follows up with the Crowns on disclosure concerns
- Assesses if information can be disclosed without breaching confidentiality or affecting sensitive issues.
- Utilizes and searches with the police database LIVELINK.

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 and legal services provided by the incumbent ensure prosecutors go to court prepared. This is achieved by providing the best possible service to the Crown Prosecutors, Court Services staff at Provincial Court Criminal, stakeholders and the general public.

The FOST Unit consists of the two docket courtrooms operating out of Provincial Court Criminal in the Judicial District of Calgary, one bail courtroom operating out of the Court of Queen's Bench. These docket courtrooms handle approximately 350 files per day per courtroom. The incumbent prepares approximately 300 files per day for disclosure to be made available to defence counsel or accused.

This position works within the policies and procedures of the FOST 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 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, Excel, PIMS, JOIN, Rapid Redact and Adobe 8 Professional
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, witnesses, victims and the general public.

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

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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.