

Working Title Senior Deputy Clerk	Name
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Position Number	Reports to Position No., Class & Level Manager 2	Division, Branch/Unit CJS, Court of Justice Operations, St. Paul	Ministry Justice
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Present Classification Senior Judicial Clerk	Requested Classification Senior Deputy Clerk
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Dept. ID	Program Code	Cost Centre Code (if applicable)	Unit Number
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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](#)).

This position is a senior leadership role within CJS, and is responsible for contributing to the daily activities that provide effective delivery of all aspects of Provincial Court operations, including circuit court. This position provides guidance, leadership and training to staff within the operation.

This position applies extensive knowledge of the Provincial and Federal Statutes that are required to carry out responsibilities within the court operation and the department. This position is required to consistently apply sound judgement and initiative to the job to support departmental business goals and objectives. This position has a key role in creating, recommending and implementing new strategies and initiatives to improve the delivery of services within the courts. It is also very important to foster and maintain a healthy, productive working environment for the department and the employees.

This position performs the judicial and quasi-judicial duties of a Senior Deputy Clerk in the Provincial Court, non-presiding Justice of the Peace.

As a senior “front line representative” of Alberta Justice, this position must always represent the administration of the courts in a responsible, professional manner, support a fair and equitable delivery of justice in Alberta, demonstrate the Visions and Values of the APS; and maintain confidentiality.

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. Resource Management and Supervision:**
- In collaboration with the manager, this position is responsible for managing allocated resources to ensure the Provincial Court operation functions within the established policies, procedures, legislation and implement good supervisory/leadership practices consistent with HR policies and the Collective Agreement.
- Ensures new employees are properly and thoroughly trained in the practice and procedures of Provincial Court.
 - Reviews court endorsements, checking for accuracy and compliance with established procedures.
 - Oversees updating and training of existing staff by ensuring resource material is available.
 - Conducts meetings with staff on a regular basis to discuss problem areas and to keep them abreast of management requirements and new initiatives.
 - Interprets management and policy decisions to staff and ensures compliance with same.
 - Monitors and provides feedback to management on matters of concern which need to be updated or revised; or on which there may be a need for Departmental Policy ruling.
 - testing digital recording equipment, having TV, video, close circuit equipment, VCR, witness protection screen, etc. present and operable.

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- Ensures that all payments for witness/interpreters are accurate and travel/lodging expenses are approved in accordance with set policies.
- Ensures all technology requests are booked and the equipment is tested prior to the court date.
- Oversees the preparation of the weekly staff assignments to ensure effective operational use of staff, while meeting requirements of court sittings.
- Plans, allocates and monitors staff resources to reach consistency and equity in the application of staffing and employee relations.
- Establishes goals and objectives in preparing yearly performance agreements with staff; while ensuring performance agreements are aligned with the organizational goals.
- Participates in the recruitment and selection process.
- Maintains current job descriptions for all staff.
- Provides leadership to staff by coaching, mentoring and monitoring workload.
- Leads and builds relationships to influence behaviour and change opinions of staff in order to meet business plans for the development and implementation of new organizational initiatives.
- Provides supervision and development opportunities to staff, maintains reporting attendance and mediate conflict resolution and problem solving when dealing with staff issues and problems.
- Promotes teamwork and collaboration within the organization.

2. Court Operations and Policy Management:

In collaboration with the manager, initiate and develop processes and procedures in accordance with Provincial and Federal legislation and the Provincial Court Procedural Manual in order to operate efficiently to meet the changing needs of the operation while maintaining uniformity and consistency in practice.

- Understands court processes, understands operational direction, interprets legislation and possesses functional expertise. Acts as an expert source point for all queries from any source relating to the interpretation of the Criminal Code, Federal/Provincial Statutes, municipal and federal bylaws, regulations and amendments.
- In conjunction with the manager, organizes and attend meetings with the judiciary, staff, agencies and other stakeholders as required.
- Develops work procedures to enable staff to complete workload more efficiently and expeditiously within procedural guidelines. In consultation with management, identify trends, and makes recommendations for areas of improvement in order to provide the best service to clients and stakeholders.
- Actively participates in a leadership role in the development and implementation of new projects within the Division. Monitor and assess the progress of projects by attending the court locations and report back to the Manager.
- Implements new procedures due to legislative changes and operational requirements, including organizational change management and reorganization of the Division.

3. Administrative Functions:

Ensure that current administrative processes are consistent with the departmental procedures to facilitate the administrative and technological needs of the Division.

- Ensures court buildings meet appropriate requirements, liaise with Property Management and Infrastructure to address issues, prepare work orders using the WORTS system, attend regular Property Management meetings and ensure staff are aware of Emergency Evacuation Plans for each court location in order to provide a safe working environment for staff, stakeholders and the public.
- Ensures a safe working environment for staff while adhering to OHS requirements. Unsafe conditions should be reported to management immediately.
- Co-ordinates administrative services by liaising with the providers from other Government departments, such as Human Resources, Pay and Benefits, Telecommunications for land lines or wireless contracts, purchasing, surplus, equipment leasing (copier/fax machines), IT Services and Infrastructure.

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- Oversees the scheduling of vehicle maintenance for government vehicles, verification of expenses for payments from the ARI report, and liaises with Risk Management to ensure proper procedures are followed to report any incidents.
- Compiles and provides statistical information in relation to workload volumes, pressure areas of operation and resource requirements to enable management to identify areas of improvement in order to ensure the efficiency of the court operation.
- Performs judicial clerk and non-presiding Justice of the Peace duties, as required.
- Ensures exhibit policies and procedures are complied with in accordance to departmental guidelines.
- Responsible for a high level of professional conduct and quality of work in a legal environment through leadership and integrity.

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](#)).

- Provides legal administrative support to the Court operation; and uses high-level communication skills to provide direction, guidance and training to staff.
- Stakeholders include: judiciary, other GOA departments, Provincial, Federal and Municipal Prosecutors, members of the Defence Bar, Law Enforcement, Correctional Institutions, Probation Authorities, public and various interface agencies.
- Oversees the day-to-day operation, which includes all multi-faceted areas within Provincial Court.
- Possesses awareness of physical demands placed on staff assignments, security and building issues and timely decision making skills to find solutions to problems in order to maintain a high standard of service and confidence in the justice system.
- Interprets a variety of Acts, Regulations and Rules as necessary and done independently; matters regarding variance from policy and procedure are referred to the manager for guidance. Technical errors in court orders may result in a false arrest or detention, mistrial or Government liability.
- Uses creativity to adjust the day-to-day growing demands of court operations and new projects are initiated in order to reduce pressure areas for the staff, judiciary and stakeholders.
- Performs duties in compliance with Expenditure Officer authority

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.

- High School diploma and considerable related experience in a court environment.
- Several years of experience in the Judicial Clerk series as well as extensive supervisory experience.
- Completion of Paralegal Course.
- Eligible for the following appointments/designations: non-presiding Justice of the Peace; Commissioner for Oaths
- Valid Driver's Licence.
- Extensive knowledge in all Provincial Court procedures and policies.
- Extensive technical knowledge in the preparation of all legal documentation for Criminal Code, adult and youth offenders, in all diverse Acts and Legislation, inclusive of Warrant Control.
- Knowledge of operational direction, interpretation of Legislation and functional expertise.
- Extensive technical knowledge of the Criminal Code, Federal and Provincial Statutes, Youth Criminal Justice Act, Provincial Offences Procedures Act, Family Law Act, Provincial Court Act, Justice of the Peace Act and Regulations and requirements.
- Technical knowledge in all court related computer systems and the ability to troubleshoot and act as a resource person/trainer for all issues relating to digital recording, cash register, data entry and document preparation arising out of these systems; i.e. FTR, POS cash register, JOIN, CASS and CASES.

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- Knowledge of policies, procedures, and collective agreements with respect to Human Resources.
- Effective oral and written communication skills.
- Strong leadership and supervisory skills.
- Able to analyze data/information and to make recommendations based on findings, using sound judgement.
- Ability to act independently, decisively, and tactfully.
- Strong interpersonal skills in dealing with various stakeholders.

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

Internal Contacts: Judiciary, judicial staff, Provincial Crown Prosecutors (Attorney General), managers, supervisors, staff, Service Alberta (for telecommunication, purchasing, finance, surplus and copier/fax machines), Risk Management, IT Services (JOIN and CIS), Sheriffs, Correctional Institutions, Probation Officers and Infrastructure.

External Contacts: Federal and Municipal Prosecutors, members of the Defence Bar, Law Enforcement, Native Counselling, Legal Aid, Traffic Ticket Agents, public and various interface agencies (other court jurisdictions for waivers, Driver Fitness Board & Monitoring, Mental Health and Diversion Program, Victims Assistance, Property Management and Vehicle Dealerships).

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

All Judicial Clerks and Senior Judicial Clerks within the St. Paul Provincial Court Administration.

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.

N/A

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		Date

Division Director/ADM

Name		Date