

Working Title <b>Legal Assistant</b>	Name		
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit <b>Criminal Justice Division</b>	Ministry Justice and Attorney General
Present Classification		Requested Classification	
Dept ID	Program Code	Project Code (if applicable)	

**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 senior legal support and administrative support for the prosecution of criminal and provincial offences, including but not limited to the *Criminal Code of Canada*, *Traffic Safety Act*, and the *Youth Criminal Justice Act*. The incumbent will be working independently within a framework of applicable legislation, policies, procedures, regulations and precedents.

This position focuses on litigation support including facilitating pre-charge consultation and/or contact with stakeholders; witness management; court brief (trial book) preparation; creation and completion of complex legal documentation; creation and completion of all forms of correspondence; file and records organization and management; disclosure tracking, response to and follow-up from enquiries; liaison with internal and external stakeholders; performance of specialized *ad hoc* administrative tasks as assigned by the Chief Crown Prosecutor and Assistant Chief Crown Prosecutor in furtherance of office and Criminal Justice Division goals and initiatives.

This position reports to a supervisor but works independently to provide file management and administrative support to prosecutors.

**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. Prosecution files are complete and organized to enable the prosecutor to access materials easily for the handling of files. Cases are often complex due to high-level charges, multiple defendants and/or multiple witnesses.**
  - Independently draft, prepare, process and file routine court documents such as Notices of Motion, Affidavits, Orders, Statutory Declarations, Notice of Expert Witness, Judgments and a wide variety of other court documents.
  - Independently draft, prepare, process and complex court documents such as Agreed Statements of Facts, Books of Authority; Sentencing Authorities, Canada Evidence Act Notices, Dangerous or Long-Term Offender applications.
  - Prepare and organize Trial Books and Exhibit Books.
  - Complete and process all necessary documentation and review files/briefs to ensure all relevant documentation is available and included such as CPIC checks and JOIN Dispositions.
  - Prepare and process documentation required for search warrant extensions.
  - Prepare and process wiretap notifications.
- 2. Have witnesses prepared to attend court by ensuring they are properly informed of the prosecution process and enquiries are responded to appropriately as they arise.**
  - Schedule witness interviews that may involve attending and taking notes for Crown Prosecutor.
  - Maintain ongoing contact with witnesses throughout duration of prosecution.

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- Prepare witnesses for court by explaining criminal process, answering questions or concerns, resolving issues.
- Liaise with courts in relation to special needs and witness expenses (video conferencing, wheelchair access, etc.).
- Liaise with policing agencies to ensure that subpoenas have been served. This involves the use of investigative skills to track down witnesses for court.

**3. Through research done at the direction of the Crown, ensure all relevant and accurate material is placed on the file.**

- Identify and request missing investigative or other materials from investigator in order to satisfy constitutional requirement of full disclosure to the accused. Ensure that Crown Prosecutor has an audit of disclosure received, provided to the accused and missing.
- Participate in legal research activities at the direction of Crown Prosecutors. This will involve gaining facility with legal, online research tools such as QuickLaw, Carswell, online statutes and regulations, and other Internet resources. In addition, gain facility with Law Library materials and respond to requests received from the Crown Prosecutor regarding charges, sentences, statutes, and regulations.
- Access and assess Criminal Code, JOIN Charge Text and Internet resources when requests are received from the police regarding charges, wording of charges and/or procedures.
- Utilize the Justice Online Information Network (JOIN) to verify charges, court dates, assigned prosecutor, locations and subpoenaed witnesses.

**4. Provide full disclosure as it is constitutionally mandated by the Supreme Court of Canada.**

- Provide detailed itemization of investigative reports, witness statements, Will Say statements, exhibits and other materials disclosed.
- Vet documentation for FOIP or other privileged or confidential information.
- Audit investigative and other materials received from the investigative agency in order to ensure that true and full disclosure is made.
- Liaise with investigator or others with respect to missing disclosure which involves having a complete understanding of what legal documents, reports or other materials are required on serious and violent crime matters.
- Ensure defence counsel acknowledges receipt of disclosure.

**5. Provide accurate and timely administrative support to prosecutors to meet the day-to-day requirements of their practice.**

- Independently draft complex correspondence for signature of Appellate Counsel, Director or ADM (e.g. Action Requests).
- Review case files after Counsel returns from court and update necessary reports with applicable information.
- Diarize limitation dates to ensure appeal recommendations timelines are met.
- Track sensitive cases and provide updates to ADM and/or DM.
- Obtain out of Province/Country/International Travel Authorizations.
- Make travel arrangements for prosecutors.
- As proxy for Crown Prosecutors to utilize MyAgent to prepare expense accounts.
- Maintain Crown Prosecutors diary and diarization system.

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**6. Ensure information exchange occurs between relevant stakeholders for the appropriate handling of prosecution files.**

- Provide and obtain information from defence counsel, accused, investigative agencies, witnesses, Judges' offices, Court Services staff, ADM's office, Crown Offices, general public and other internal parties.
- Respond to disclosure questions.
- Respond to defence counsel or accused person regarding court procedural questions.
- Request criminal records, driving records and other applicable information from municipal police services or RCMP.
- Maintain contact with victims where appropriate.
- Follow up with investigator on missing disclosure or further investigation.
- Dissemination/sharing of information to ensure that knowledge management principles are implemented.

**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](#)).

- Position works with limited supervision with the majority of work being completed independently of instruction by applying the required knowledge of legislation, procedures, regulations and precedents.
- Manage approximately 100 files per week.
- Respond to approximately 20 enquiries per day.
- Administrative services provided will impact the office, Criminal Justice Division, defence counsel and law enforcement agencies and courts.
- Incomplete files, missed deadlines or lack of communication with the Court Clerks could bring the administration of justice into disrepute.
- The consequence of error could lead to serious implications such as charges being dismissed or costs assessed 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.

- Legal Assistant Diploma and related criminal experience or equivalencies.
- Comprehensive understanding of the Criminal Justice System and processes.
- Proficient in Microsoft Office Suite, JOIN, Quicklaw, Carswell.
- Excellent oral and written communication skills.
- Exceptional organizational ability and attention to detail.
- Problem solving skills.
- Good interpersonal skills.
- Ability to work independently.
- Demonstrate a high degree of initiative.

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

Extensive contact with accused, lawyers, victims, other offices within the Division, Court Services and Corrections personnel, law enforcement and investigators. The position is the main link between stakeholders and Crown Prosecutors often resulting in the resolution of issues.

**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.