

Working Title Legal Assistant	Name
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry Justice
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Present Classification	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 in the Grande Prairie General Prosecutions Office and surrounding circuit points. This support includes legal file and records management, completion and processing of all necessary documentation, responding to enquiries 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.

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. Effective management and organization of legal files and documents in preparation for the Provincial Court, Court of Queen’s Bench (including Summary Conviction Appeals), Family and Youth Court, and Traffic Court. This includes adult trials, adult circuit (docket, warrant and trial) files, summary conviction appeals, waivers, opinion files, DNA applications and orders, conditional sentence orders, Tobacco Tax Act charges, issuing of subpoenas for trial, revoking Probation Orders, Alternative & Extrajudicial Measures files.

Activities

 - Drafts, prepares, processes and files Notices under Subsection 732.2(5) of the Criminal Code, Affidavits, Orders, Statutory Declarations and a wide variety of other court documents.
 - Ensure files are opened, given to the appropriate prosecutor, diarized, closed and stored according to Branch procedures.
 - Complete and process all necessary documentation and review files/briefs to make sure all relevant documentation is included such as JOIN dispositions, COMIS and MOVES checks/inquiries.
 - Track and follow appropriate procedure for warrant extensions, out of province returns and the bring forward files.
 - Track and maintain appropriate operational statistics including DNA Orders and Early Case Resolution.
 - Vet and inventory Criminal Code files for disclosure.
 - Compare disclosure to original documentation to ensure that true and full disclosure is made
 - Liaise with investigator or court detail in respect to missing disclosure

2. Problem solve and research information when required.

Activities

 - Search and obtain missing documentation and information on correspondence sent from police agencies and defence counsel.
 - Utilize the Justice Online Information Network (JOIN) to verify charges, court dates, and locations.
 - Compile specific cases and relevant information from Quicklaw, Criminal Code and Internet sites when

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requests are received from the Crown Prosecutor regarding charges, sentences, statutes, and regulations.

- Access and assess Criminal Code, JOIN Charge Text and Internet sites and charge precedent binder maintained in our office when requests are received from the police regarding charges, wording of charges and/or procedures.
- Maintain Records Management records
- Occasionally schedule Bail Reviews, Pre-Trial Conferences and Bail Hearings.

3. Liaise and communicate effectively with various internal parties and external stakeholders.

Activities

- Provide and obtain information to/from defence counsel, Court Services staff, law enforcement, Victim Services Unit, other outside agencies, the general public, and internal parties.
- Respond to requests for particulars that are received by hard copy from the accused or defence counsel.
- Compose letters and memoranda and answer routine correspondence.
- Liaise with law enforcement agencies regarding Section 527 C.C. (Procedure to Procure Attendance of a Prisoner) applications.
- Dissemination/sharing of information to ensure that knowledge management principles are implemented.

4. Perform a variety of other office administration duties.

Activities

- Maintain diary system for Prosecutors and arrange appointments
- Troubleshoot computer problems
- Draft forms and documents for internal use
- Provide input into or develop documents/procedures to meet new obligations
- Maintain the Crown library
- As proxy for Prosecutors utilize ExClaim to prepare expense accounts
- Provide cover-off when required for Office Manager (involves cross-training)
- Order supplies for the Office, get quotes on furniture purchases under supervision of the Office Manager.
- Hire ad hoc Prosecutors under the supervision of the Chief Crown Prosecutor and the Office Manager.

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](#)).

Manage approximately 177 criminal files and 37 traffic files per week.

Respond to approximately 20 enquiries per day.

Administrative services provided impact the Office, two circuit locations (Valleyview, Fox Creek), as well as 14 other city and rural law enforcement agencies

Administrative services provided impact the Provincial Court, Family and Youth Court, Traffic Court, and the Court of Queen's Bench. Incomplete files/processes or lack of communication and liaising with Court Clerks could hamper the Court process.

Waiver documents must be handled in a timely fashion or else warrants issue for accused involved.

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 or extensive related experience or equivalencies.

Legal Assistant Diploma is considered an asset.

Knowledge of the Criminal Justice System

Knowledge of the Criminal Code and the Alberta Rules of Court

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File management skills
Proficient with Microsoft Word, Excel, JOIN and Quicklaw.
Oral and written communication skills
A strong organizational ability and attention to detail
Problem solving skills
Ability to work independently using sound judgment

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

Position communicates and responds to legal enquiries from lawyers, Court Services staff, victims, witnesses, law enforcement, Fish and Wildlife, Motor Transport, Community Corrections, Young Offenders Centres, Correctional Centres, Alberta Hospital and the general public.

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

On rare occasions supervises wage employee or work experience students when the Office Manager is away from the office.

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