

Working Title Executive Assistant to the Chief Prosecutor and two Deputy Chief Prosecutors	Name
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Alberta Crown Prosecution Service Edmonton Prosecutions	Ministry Alberta Justice
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Present Classification Legal Assistant 2	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 advanced legal and administrative support for the prosecution of criminal and regulatory offences in all levels of court by working within a framework of applicable legislation, policies, procedures, regulations, and precedents. This position focuses on legal and executive administrative support to the Chief Prosecutor and two Deputy Chief Prosecutors and involves file and records organization and management; response to and follow-up of enquiries with internal and external stakeholders; compliance with reporting responsibilities and regulated timelines; follow-up and audit functions arising from unit and office responsibilities; performance of specialized but *ad hoc* administrative tasks as assigned by the Chief Prosecutor and Deputy Chief Prosecutors in furtherance of office and Alberta Crown Prosecution Service goals and initiatives.

This position currently reports to a Support Staff Supervisor but works independently to provide support at the legal and executive level to the Chief Prosecutor and the rest of the management team. This involves liaising with (8) Deputy Chief Prosecutors; (102) Prosecutors and the Office Manager. The position also communicates daily with senior officials in the Department, Crown Offices across Canada, and law enforcement agencies across Canada. The incumbent also acts as a resource person for crowns, support staff, reception, and the general public.

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. Executive Assistant to the Chief Prosecutor and two Deputy Chief Prosecutors.

Responsibilities:

- Prepares general and complex correspondence, e.g. Action Request Tracking System (ARTS), Briefing Notes and letters for signature by the Minister, Deputy Minister, Assistant Deputy Minister, Chief Prosecutor and Deputy Chief Prosecutors
- Maintains the triage excel spreadsheet for Edmonton Prosecutions and forwards the updated spreadsheet monthly.
- Prepares and maintains reports on behalf of the Chief Prosecutor and Deputy Chief Prosecutors, including Triage data, Executive Briefing Reports and High Profile Case List (which are sent to Head Office every week).
- Prepares correspondence on specially assigned cases (i.e. files involving charging police members or Government employees) that are forwarded to other jurisdictions for prosecution. Takes the necessary steps to update the files in PRISM and moves the electronic file to the appropriate office. Where necessary, connects with the out of province Prosecutor and forwards the file. This position is the first point of contact for assistance with conflict files whether the file is an out-of-province conflict or within province conflict.
- Manages and maintains the Chief and Deputy Chief Prosecutors' schedules by booking both internal and external meetings ensuring a balance of meetings are scheduled throughout the day; prepares agendas for

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meetings and distributes with attachments in cases where the Chief Prosecutor or Deputy Chief Prosecutor is responsible for the agenda.

- Monitors and screens all mail and telephone enquiries for the Chief Prosecutor and Deputy Chief Prosecutors, and provides all the necessary background material and files, along with a draft response.
- Using her own discretion, re-routes mail and telephone enquiries to the appropriate Deputy Chief Prosecutor or other office member wherever appropriate.
- Assists Prosecutors with miscellaneous inquiries.
- Maintains a BF system to follow up on and ensure completion of tasks assigned by the Chief Prosecutor and Deputy Chief Prosecutors to other members of the office.
- Performs specialized but *ad hoc* administrative tasks as assigned by the Chief Prosecutor and Deputy Chief Prosecutors in furtherance of office and Alberta Crown Prosecution Service goals and initiatives.
- Maintains an electronic calendar/diary for the Chief Prosecutor to ensure balance in his or her working day, with authority to move items as necessary.
- Liaises and communicates regularly with the Executive Suite, Head Office; Human Resource Services; the Chief and Assistant Chiefs of Police, Edmonton Police Service; the judiciary and other internal and external stakeholders.
- Provides vacation coverage for the Assistant Deputy Minister's Executive Assistant
- Point of contact for the Operations and Strategic Support Office for FOIP related enquiries
- Assists with monitoring emails received in the Office General account from the public, internal and external stakeholders.
- Cover off within the Admin Unit for KBAC, SCA's, Opinions and other duties assigned to the Legal Administrative Assistants supporting the remaining Deputy Chief Prosecutors

2. Administration of Specialized Functions.

Responsibilities:

- Diarizes start date for crown and forwards forms for Official Documents and Appointments to have new Prosecutors appointed as Agents of the Attorney General at one-year anniversary.
- Maintains Homicide, Conflict and Fatality file assignment Chart.
- Tasks all homicide file assignments for the Chief Prosecutor and communicates the assignment to the Staff Sergeants at Edmonton Police Service
- Processes all expert witness accounts and ensures that payments fall within the guidelines established by the Department.
- Coordinates with Police Agencies (outside of Edmonton Police Service) and the Courthouse to ensure proper authorization is received for disposal of evidence.
- Processes all requests sent to Edmonton Prosecutions from the Alberta Review Board.
- Coordinates with Immigration Enforcement for the deportation of individuals from Canada who have outstanding criminal charges in Alberta.
- Manages and maintains a diary system for cases where the accused are found unfit to stand trial.

Specialized Responsibilities:

Direct Indictments

- Point of contact for all Direct Indictment related enquiries
- Maintains the necessary templates for accuracy.
- Reviews and proof-reads all requests for Chief Prosecutor
- Forwards requests approved by Chief Prosecutor to the ADM's Office
- Forwards all approved Direct Indictments for filing.

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](#)).

Works independently with minimal direction from the Chief Prosecutor and Deputy Chief Prosecutors. Applies knowledge of legislation, regulations, precedents and procedures to meet the goals of the Chief Prosecutor for Edmonton Prosecutions and Alberta Crown Prosecution Service including, but not limited to: interaction with the general public, collecting statistics for Management and Alberta Justice; liaise with division staff and senior departmental officials and interaction with both internal and external stakeholders. Coordinates responses for or on behalf of the Justice Department and/or MLA's to the general public or other government departments. Deals extensively with Law Enforcement inquiries and acts as a resource person for the office, reception, and the public.

Stakeholders:

Liaises regularly with Alberta Justice Head Office, Executive Assistant to the Assistant Deputy Minister, Chief Prosecutor, Deputy Chief Prosecutors, Prosecutors, Defence Counsel, the Judiciary, Edmonton Police Service, Royal Canadian Mounted Police, Alberta Review Board, Canada Border Services Agency, victims, and the public.

Contacts:

Liaises with the Office Manager, Human Resource Services and Court Services

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.

Knowledge:

- Working knowledge of the criminal justice system
- Agents' Manual with respect to conflicts of interest, confidentiality
- *Alberta Rules of Court*
- Computer programs such as Microsoft Word, Excel, Outlook, ARTS, JOIN, Adobe.
- Knowledge of authorities' research techniques, and compiling data techniques
- FOIP legislation
- Branch policy and procedures
- *Criminal Code of Canada*

Skills:

- Exceptional problem solving and decision-making abilities.
- Organizational skills, time management as well as able to multi-task
- Excellent verbal and written skills to be able to communicate effectively.
- Keyboarding skills to be able to multi-task using various software programs simultaneously and proofreading.
- Able to work with a team or independently as required.

Abilities:

- Able to multi-task and prioritize.
- Excellent memory
- Self-confident
- Accuracy in detailed work
- Takes initiative.
- Diplomatic when dealing with confidential issues.

Education:

- Post-secondary education - Legal Assistant/Paralegal Certificate or Diploma preferred
- Extensive legal and/or executive assistant experience

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