

Working Title
Paralegal

Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry
		Legal Services, Civil Law-Litigation	Justice and Attorney General

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).

The Coordinator has a central role in the Civil Forfeiture practice area, contributing significantly to the effective and efficient management of civil forfeiture files. Working closely with the Director and Team Leader for the practice area, the Coordinator performs both substantive and procedural legal work for all lawyers within the practice area for Northern Alberta. Serving as the primary contact with division clients, legal professionals, law enforcement, witnesses, experts, victims, general public and the courts the Coordinator must maintain the highest levels of professionalism, independence and accountability.

The incumbent applies relevant work experience and detailed knowledge of legal theory, legislation, regulations and policy relevant to Civil Litigation and specifically Civil Forfeiture and the *Victims of Crime and Restitution Payment Act*, to provide comprehensive file management, evidence/disclosure management, expert and lay witness management, court coordination, diarization and monitoring court deadlines and limitation periods, research, complex and independent drafting of legal documents and/or correspondence. In addition, the incumbent is expected to maintain a high level of technical expertise with software, advanced software features and technology required for file management, video conferencing, presentations and courtroom/trial set up.

The incumbent drafts and maintains current practice policies and procedures for the Civil Forfeiture team, provides guidance and instruction to legal support staff and lawyers related to civil forfeiture procedural matters.

The position requires the incumbent possess a high degree of creativity, independent thought, personal accountability, outstanding computer skills, attention to detail, strong professional ethics and the ability to work in a team environment under tight deadlines.

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. Provide comprehensive planning and organizational support to the Civil Forfeiture Office (“CFO”) by managing the administrative functions related to reporting, promotion, organizational file management, policies, procedures, precedents and knowledge management/sharing.

Core Activities:

- Develop and maintain a detailed reporting database on CFO files managed by both Edmonton and Calgary, which shall include basic file information, key dates, progress on file, and resolutions. This database information will then be used to create divisional reporting as required by the Director of the Civil Forfeiture Office.
- Monitor, draft and follow up on ARTS, Briefing Notes, and other memoranda required for reporting and communicating with the Minister, A/Deputy Minister’s office and Communications on CFO files
- Working in collaboration with legal counsel provide specialized advice and information necessary to develop strategies and address potential issues pertaining to files
- Schedule, attend, take minutes and maintain records for all Edmonton CFO team meetings, as well as present updates and information to CFO team
- Create, maintain and update CLIO intranet site and CFO Extranet site for all CFO matters

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- Schedule and arrange travel and accommodations on matters related to CFO, including confirmation of reservations and preparation of detailed itineraries for trips as required
- Prepare and/or review ExClaim submissions for travel/accommodation as required
- Process lawyer time records on Timekeeper as required
- Record and post time to CFO files on Timekeeper and meet billable budget as required
- Maintain reference materials for critical research, historical information, and operating information for CFO practice area using Hummingbird or other such software
- Develop, draft, organize and update protocols on handling CFO files and maintain a written procedural reference binder for same. This procedural reference shall include all steps from receipt of file to closing
- Develop, draft and maintain precedents for general correspondence, specific task correspondence (ie: service letters), standardized communications with various parties, and legal document precedents
- Provide ongoing instruction, training and/or presentation of information and materials to legal support staff and lawyers on CFO policies and procedures. This training includes one-on-one detailed sessions for legal assistants on how to prepare pleadings, discussion of common errors, and developing the competence of the legal assistants in this specialized area
- Working closely with the lawyers, monitor and oversee CFO legal documents prepared by legal assistants, and through additional training and coaching, work with the legal assistants to ensure accuracy of these documents while providing advice and direction on changes or improvements required with respect to same
- Regular communication and coordination with Asset Management on all CFO matters

2. In accordance with the Rules of Court, Provincial Legislation, Federal Legislation, policies and procedures coordinate CFO files by preparing comprehensive file structure and organization; perform legal research and informational searches, draft correspondence, and court documents for legal counsel review and attendance at Court.

Core Activities:

- Prepare initial file structure (file opening sheet, status of file report, index to file, trial binder), arrange for file opening in litigation database, enter into CFO reporting database
- Prepare initial correspondence to various agencies regarding intention to proceed (ie: Public Prosecution Service of Canada)
- Perform initial searches such as Courthouse, Land Titles, JOIN, MOVES, CISA, CPIC, Corporate Registry, Equifax and other such searches to gather information for lawyer review
- Perform any necessary legal research using tools such as ECarswell, on-line search engines
- Obtain records and/or necessary information from police agency for initial document drafting
- Review disclosure package, locate deficiencies, follow up for any necessary additional records
- Draft complex CFO pleadings outside the scope of the standard pleadings prepared by the legal assistants
- Provide file and initial materials to assigned legal counsel and maintain diarization of files to ensure timelines and limitation periods are met, follow up with lawyers on status of file progress, follow up on court dates, and report to Director on status of files as required.

3. Working closely with the Director and/or Team Lead for CFO, coordinate final discharges, reporting and closing of files.

Core Activities:

- Upon receipt of confirmation of status of sale/seizure, prepare Discharges for all liens at various agencies and attend to filing/service of same
- Diarize file for waiting period to ensure all outstanding matters concluded
- Update reporting database
- Update Hummingbird or other databases with research, precedents, opinions or other such key information to be kept for future reference
- Draft any final reporting documents

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- Close physical file, arrange for return of any original documents/records, and conclude file reporting in database.
- 4. Utilizing initiative, tact, judgment and professionalism in accordance with the Code of Ethics, Vision and Values work collaboratively and effectively within a team environment.**

Core Activities:

- Use initiative, skill and experience to provide highly detailed, complex and accurate work product
- Work independently with minimal supervision, exercise sound judgement, liaison with various levels of divisional staff, professionals, and outside agencies while exhibiting professionalism and maintaining strict confidentiality on highly sensitive matters
- Meet tight deadlines while maintaining high quality of work product.
- Ability to show creativity, problem solving, planning and leadership.
- Work within a team environment by participating in various rotational office duties as assigned, mentoring and training assigned cover-off, providing cover-off assistance to others, exhibit willingness to assist other legal assistants or teammates during peak periods of heavy workloads and/or during staff shortages including areas outside the scope of CFO

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).

The Civil Forfeiture Coordinator is a professional engaged in substantive and procedural legal work to manage, coordinate and support the lawyers in civil forfeiture matters. Working collaboratively in a team environment the Coordinator is critical to the management of the specialized practice area.

Lawyers rely heavily on the Coordinators extensive knowledge of the Civil Forfeiture Area, and the Coordinator is often expected to deal with highly complex matters, with extremely sensitive materials under extremely tight deadlines. The work is completed independently and the services provided impact not only the Branch but numerous client departments. Outside contact with public and other stakeholders is regular and the Coordinator is the central point of contact and image for the CFO area.

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:

- Given the highly specialized nature of the position, the incumbent is expected to maintain competency with respect to any changes to technology, policies, procedures, law and legislation through formal and informal training so as to ensure skills are current and relevant to practice area
- Legal Assistant Diploma and several years legal experience or equivalencies
- Demonstrated knowledge of the Civil Forfeiture Act(s) and regulations and Rules of Court
- Understanding of various legal practices, especially in the Civil Litigation/Forfeiture area for an accurate and precise process and expertise in preparation, filing and serving legal documents.
- Proficient in Microsoft Office, Hummingbird, Adode Acrobat, and various search tools.
- Working knowledge of eCarswell.
- Aptitude for technology including ability to troubleshoot minor computer/software issues, set up and manage conference calls, video conferencing equipment, and SmartBoard
- Understanding of government structure; Ministry and Division business plans and organizational reporting structures as well as strategic priorities for Civil Forfeiture

Skills:

- Excellent computer and keyboarding skills.
- Effective verbal and written communication skills.

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- English language grammar skills, knowledge of legal terminology, document management, electronic mail.
- Organizational skills, effective planning, creativity, problem solving and analytical skills.
- Good interpersonal skills and time management

Ability:

- Demonstrate a high degree of initiative and independent work with limited supervision while in a team environment
- Outstanding attention to detail
- Strong ability to manage highly sensitive and confidential information

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

Regular contact with government departments, police agencies, client departments, witnesses, legal counsel, Asset Management, courts, and the public. The Civil Forfeiture Coordinator is the main link between these groups and the lawyers resulting in the appropriate management of CFO files.

The Civil Forfeiture Coordinator will also maintain regular contact with the Calgary office to share information, training, policies and procedures on CFO matters.

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

This position does not directly supervise in any capacity

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.

The position of Civil Forfeiture Coordinator has progressed significantly in scope, responsibility and creativity since it's original classification as Legal Administration 3. The role has expanded to involve more coordination, assessment, drafting and planning with less instruction from the lawyers. The Coordinator provides comprehensive file management and consultation with the lawyer in addition to drafting highly complex court documents, checklists, policies and procedures for the CFO team.

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

Please Print Name

Signature

Date

Office Manager

Please Print Name

Date 7

Division Director

Please Print Name

ADM
