

## New

Ministry

Public Safety and Emergency Services

## Describe: Basic Job Details

## Position

Position ID

Position Name (30 characters)

Paralegal

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

## Employee

Employee Name (or Vacant)

## Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

  

## Design: Identify Job Duties and Value

## Job Purpose and Organizational Context

Why the job exists:

The Paralegal has a central role in the Civil Forfeiture Office (CFO) and has primary responsibility for the effective and efficient organization and management of civil forfeiture files. Working closely with the CFO Director, Legal Counsel, and staff, the Paralegal supports the rest of the CFO and litigation counsel in civil forfeiture matters, and serves as a primary office contact for legal professionals, law enforcement, the general public, and the courts. By working as part of a collaborative team in this specialized practice area, the Paralegal helps ensure the Civil Forfeiture program meets its objectives.

The Paralegal applies relevant work experience and knowledge of the legislative and policy context relevant to civil forfeiture, criminal procedure, and civil litigation. The Paralegal provides comprehensive file management, court coordination, diarization and monitoring of court deadlines and limitation periods, research, drafting of legal documents and correspondence. The Paralegal is expected to maintain a high level of technical expertise with software, advanced software features and technology required for file and records management.

The Paralegal drafts and maintains office practices and procedures for the Civil Forfeiture team, and provides guidance and instruction to the CFO Legal Assistant and others on the team related to CFO practices and procedures.

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Provide comprehensive planning and organizational support to the Civil Forfeiture Office by managing administrative functions related to reporting, organizational file management, office practices, procedures, precedents and knowledge management/sharing.

### Core Activities:

- Maintain a detailed reporting database for CFO file information, which includes basic file data, key dates, progress on file, and outcomes
- Use the ARTS system to draft, monitor, and follow up on briefing notes, memos, etc. required for CFO communications with the Assistant Deputy Minister, Deputy Minister, and Minister
- Prepare information, advice and recommendations necessary for Legal Counsel and the Director to develop strategies and address potential issues pertaining to CFO files
- Attend CFO team meetings, and present updates and information to the CFO team.
- Maintain reference materials for critical CFO research, historical information, and operating information
- Develop, draft, organize and update protocols on handling CFO files and maintain a written procedural reference binder, which included all steps from receipt of file to closing
- Develop, draft and maintain precedents for general correspondence, specific correspondence, and legal documents.
- Provide ongoing instruction, training and materials to legal support staff and lawyers on CFO practices and procedures. This training includes one-on-one sessions to develop the competence of the legal assistants in this specialized area, including topics such as preparation of pleadings, discussion of common errors, etc.
- Work with CFO Legal Counsel and litigation counsel on all aspects of file review and preparation.
- Regular communication and coordination with the CFO Asset Management Coordinator on file matters.

2. In accordance with the Rules of Court, provincial and federal legislation, and CFO policies and procedures, coordinate CFO files by developing a file structure and file organization; perform legal research and informational searches, draft correspondence, and and draft court documents for review by CFO Legal Counsel.

### Core Activities:

- Prepare initial file structure and enter into CFO reporting database
- Prepare initial correspondence to various agencies regarding intention to proceed, including Public Prosecution Service of Canada
- Perform initial searches such as Land Titles, JOIN, MOVES, CORES, Equifax, courthouse searches and other searches to gather information for lawyer review
- Perform any necessary legal research using tools such as CanLii and other on-line search engines
- Review police disclosure package, identify deficiencies, and follow up with referring police agency for any necessary additional records to ensure file completeness
- Draft CFO pleadings and memos
- Provide file and police file materials to assigned litigation counsel and maintain diary of files to ensure timelines and limitation periods are met. Follow up with litigators on status of files, follow up on court dates, and report to Director or CFO Legal Counsel on file status as required.

3. Working closely with the Director and/or CFO Legal Counsel, coordinate final discharges, reporting and closing of files.

### Core Activities:

- Diarize file for follow up to ensure all outstanding matters addressed/concluded
- Update case management database
- Update records management database with research, precedents, opinions and other key information

4. Relying on initiative, tact, judgment and professionalism in accordance with the Code of Ethics and Vision and Values of the Alberta Public Service, 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 judgment, liaise with 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.
- Demonstrate creativity, problem solving, planning and leadership.
- Work within a team environment, participating in rotational office duties as assigned, mentoring and training assigned cover-off, providing cover-off assistance to others, proactively assisting teammates during peak work periods or staff absences.

#### **Problem Solving**

Typical problems solved:

- **Assessing police file referrals for completeness, strength of evidence, and potential legal and other issues**
- Determining where to request or obtain missing file information
- Responding to inquiries regarding file status
- Applying established CFO practices and procedures to new scenarios
- Developing new practices and procedures to address emerging issues

Types of guidance available for problem solving:

- CFO written practices and procedures
- CFO Director and/or Legal Counsel
- CFO staff

Direct or indirect impacts of decisions:

Decisions made by the Paralegal can impact the success or failure of civil forfeiture files; reduce or increase the workload of the CFO Director, CFO Legal Counsel and CFO staff; increase or decrease support for the program among government decision makers, stakeholders, and the public; and enhance or undermine the reputation of the CFO program.

#### **Key Relationships**

Major stakeholders and purpose of interactions:

Regular contact with government officials, provincial and federal crown prosecution services, police agencies, litigation counsel, CFO Asset Management Coordinator, the courts and the public. The Paralegal is a key link between these groups and the CFO Director and Legal Counsel, resulting in the appropriate and effective management of CFO files.

#### **Required Education, Experience and Technical Competencies**

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Law		

If other, specify:

**Formal training as a paralegal is preferred with 2+ years of related legal experience or equivalencies**

Job-specific experience, technical competencies, certification and/or training:

- Competency with case and records management systems, effective file organization and maintenance, the use and application of policy and procedure, familiarity with the legal system and legal processes, and the ability to maintain these competencies through ongoing learning and development
- Knowledge of criminal procedure
- Familiarity with civil forfeiture legislation and civil procedure
- Experience drafting and managing correspondence, memoranda, legal precedents and reports
- Proficient in Microsoft Office, Adobe Acrobat, and various search tools including Land Titles (SPIN2), JOIN, MOVES, CORES, Equifax, and courthouse searches
- Working knowledge of eCarswell or Canlii

- 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 of the Civil Forfeiture Office
- Demonstrates a high degree of initiative and ability to work independently with limited supervision while in a team environment
- Demonstrated ability to manage highly sensitive and confidential information
  - Excellent computer skills.
  - Excellent verbal and written communication skills.
  - Excellent English language skills, knowledge of legal terminology,
  - Excellent file and records management skills.
  - Excellent organizational skills, effective planning, creativity,
  - Excellent problem solving and analytical skills
  - Excellent interpersonal skills
  - Excellent time management skills
  - Excellent attention to detail

### Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A   B   C   D   E	Level Definition	Examples of how this level best represents the job
Systems Thinking	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>		
Agility	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>		
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>		
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>		
Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>		
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>		