

Working Title Intake / Disclosure Clerk	Name
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Position Number	Reports to Position No., Class & Level LA 3	Division, Branch/Unit Criminal Justice Centralized Services	Ministry Alberta Justice
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Present Classification Administrative Support 3	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](#)).

This support includes working within the guidelines established by the Division and Branch to provide a range of central services support to Crown prosecutors and staff. This involves providing a complete file to an accused or defence counsel in accordance with legal requirements; scanning documents, answering telephone and counter enquiries about disclosure and performing other services that are required to ensure that Branch goals are met.

The position reports to the Intake/Disclosure Supervisor and is responsible for providing disclosure and scanning services. This task has tight deadlines and accuracy must be maintained at all times.

**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](#)).

**Manages the disclosure process by providing a complete file to an accused or defence counsel in accordance with legal requirements.**

**Activities:**

- Manages the disclosure process by reviewing and preparing documents to be scanned and uploaded into Criminal E-File
- Scans new files received from Courthouse and other Policing Agencies. Ensures that files are scanned and uploaded into Criminal E-File timely and efficiently.
- Reviews, scans, and uploads supplementary material received from police agencies, and other sources
- Uploads media into Criminal E-File to be available to Crown and Defence electronically
- Enters requests for disclosure received by Self Represented Accused’s and Defence Counsel not signed up to receive disclosure electronically into the Disclosure Request Page
- Prepares and provides hard copies of disclosure to Self Represented Accused’s and Defence Counsel not signed up to receive disclosure electronically
- Reviews prepared packages to be provided in hard copy to ensure that all documents and/or information listed can be disclosed as regulated by the Freedom of Information and Protection of Privacy legislation. Ensures that discrepancies are brought to the attention of a Provincial Prosecutor or the Assistant Chief Crown Prosecutor in charge of the Unit.

**Provides administrative support for legal and support staff in the Office.**

**Activities:**

- Uses the Prosecutor Information System Manager (PRISM) and the Justice Online Information Network (JOIN) to verify court dates, assigned prosecutors and to track any other pertinent information on the file
- Answers all telephone, email, and counter inquiries relating to disclosure
- Receives and processes all mail, including courier and court run deliveries and distributes to legal assistants in a timely fashion

**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](#)).

- Reviews incoming faxes for date and time sensitivity (i.e. Notices of Motion) and ensures timely delivery and response
- Troubleshoots equipment problems associated with scanners, photocopiers and facsimile machines. Ensures equipment is serviced regularly and that paper and toner supplies are regularly stocked.
- Assists with reception duties when required, answering incoming calls and covering the reception window.

**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 position is responsible for managing disclosure on all files assigned to Edmonton Prosecutions. The position manages 100s of files per day and responds to multiple assorted enquiries each day. Because disclosure is a legal requirement to provide a complete file to an accused person, this service impacts prosecutors, defence counsel, law enforcement agencies and the courts. Incomplete, non-disclosed or missed information could bring the administration of justice into disrepute. The consequence of error has serious legal implications such as charges being dismissed or costs being applied 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.

Graduation from a legal secretarial program and related experience or equivalencies  
Legal Assistant Diploma or Certificate considered an asset  
Knowledge of Criminal Justice system  
Knowledge of Criminal Code and Freedom of Information and Protection of Privacy Act  
Proficient with Word, Outlook and JOIN  
Oral and written communication skills  
Strong organizational ability and attention to detail  
Problem solving skills  
Good interpersonal skills  
Ability to prioritize work on short deadlines

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

Extensive contact with prosecutors, defence counsel and accused persons involved in the criminal justice process. The position is often the first line of contact with these individuals with respect to disclosure management.

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

The 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, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 408-8400 or contact your Ministry Human Resource Office.*