

## Update

Ministry

**Describe: Basic Job Details****Position**

Position ID

Position Name (30 characters)

Current 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****Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

The Paralegal still prepares briefing notes and performs Legal Research as per the original job description. In addition to the preparing briefing notes and legal research, this Paralegal position performs the following duties:

- Works directly with the Executive Directors to ensure Contingent Liability reporting and outside counsel files are tracked, organized, and accurate
- The Paralegal manages the Contingent Liability Process completely - performing duties as outlined below.
- Drafts complex briefing notes regarding outside counsel retainers
- Drafts retainer agreements for outside counsel including high level retainers
- Drafts retainer agreements for Expropriation inquiry office's
- Oversees outside counsel invoices and tracking for Legal Services Division
- Drafts various expropriation documents (Appointment of Inquiry Officer, Certificate of Approval, Notice of Extension of Report, etc.) within time-lines as outlined in the Expropriation Act

Responsibilities Removed:

## Job Purpose and Organizational Context

Why the job exists:

The paralegal is an integral part of the Contingent Liability Reporting team and Outside Counsel Coordinator portfolios. The paralegal works directly with the Executive Director of Litigation to ensure the contingent liability reporting and outside counsel files are tracked, organized, and accurate. This position also drafts complex briefing notes and performs high level research.

## Responsibilities

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

Manages the Contingent Liability Process with Executive Director of Litigation.

Collaborates with the Divisional Support Office to run various reports for the Office of the Controller, Office of the Auditor General, and Senior Financial Officer's.

Provides detailed knowledge and precise answers within tight time-lines to the Executive Director of Litigation.

Drafts correspondence (emails, letters, memorandums) in response to auditors and financial officer's.

Liaises with assistants and various counsel on process of contingent liability and outside counsel.

Provides comprehensive and accurate file management with a very large number of files (563 contingent matters as of October 1, 2023).

Drafts complex briefing notes to obtain outside counsel.

Drafts retainer agreements for outside counsel including high level retainers.

Drafts retainer agreements for Expropriation inquiry officer's.

Oversees outside counsel invoices including tracking.

Drafts various Expropriation documents (Appointment of Inquiry Officer, Certificate of Approval, Notice of Extension of Report, etc.) within the time line of the Expropriation Act.

Conducts Alberta and Federal Corporate searches for Executive Directors.

Conducts Court of King's Bench searches for Executive Directors.

## Problem Solving

Typical problems solved:

Contingent Liability reporting - often have to find certain funds if the numbers don't balance and match. Independently research and solve questions pertaining to reports and funds.

Expropriation's - often have to independently solve various issue's with these matters as well as independently draft documents in accordance with the *Expropriations Act*.

Briefing Notes / Retainer Agreements - Paralegal will have to independently research and solve various questions and issue's as they arise with these documents. Paralegal will be responsible for compiling fiscal year end numbers for LSD retainers and assist with sole-source quarterly disclosure.

Types of guidance available for problem solving:

Help others within LSD and outside LSD on how to draft retainer agreements, process invoices according to policy and guidelines, provide training to others within LSD and explain best practice solutions. As well as liaise with other lawyers and directors on drafting Briefing notes and retainer agreements for their respective teams.

Direct or indirect impacts of decisions:

Contingent Liability reporting must be done correctly and up to the standards of the Office of the Auditor General. Briefing notes and retainer agreements must be done correctly to ensure the Government of Alberta receives correct funds and pays out correct funds to law firms.

**Key Relationships**

Major stakeholders and purpose of interactions:

Legal Services Division: Executive Directors, Directors, Assistant Deputy Minister, Issues Manager within ADMO, Executive Support within ADMO, various lawyers within LSD and various Legal Assistants within LSD. Justice Deputy Ministers Office: Issue's Managers, Support staff. Various external counsel stakeholders (external counsel and law firms).

**Required Education, Experience and Technical Competencies**

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

If other, specify:

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

ARTS training, prolaw training, Briefing note preparation training. Paralegal experience. Research experience. Experience with briefing notes. Experience with retainer agreements.

**Behavioral Competencies**

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works in open teams to share ideas and process issues: <ul style="list-style-type: none"> <li>• Uses wide range of techniques to break down problems</li> <li>• Allows others to think creatively and voice ideas</li> <li>• Brings the right people together to solve issues</li> <li>• Identifies new solutions for the organization</li> </ul>	Liaise with various teams within LSD as well as outside the division on how to accurately retainer and monitor outside counsel.  Liaise with Risk Management Insurance and departmental lawyers to accurately evaluate contingent liability matters.  Provide regular training session for others within LSD as well as help improve the policy and guidelines and manual.
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Aligns different groups to achieve goals and realize broader outcomes: <ul style="list-style-type: none"> <li>• Defines work mission to achieve APS goals and integrate projects</li> <li>• Provides bold advice to stakeholders</li> </ul>	continually builds relationships with external counsel firms and internal teams regarding outside counsel retainer/invoices, expropriations, and contingent liability

		<ul style="list-style-type: none"> <li>• Proactively improves overall performance, measured through metrics</li> </ul>	matters.
Build Collaborative Environments	○ ○ ○ ● ○	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> <li>• Involves stakeholders and shares resources</li> <li>• Positively resolves conflict through coaching and facilitated discussion</li> <li>• Uses enthusiasm to motivate and guide others</li> <li>• Acknowledges and works with diverse perspectives for achieving outcomes</li> </ul>	<p>providing annual training for fiscal year end reporting for outside counsel invoices</p> <p>annually updated the outside counsel and contingent liability reporting manuals</p>
Agility	○ ○ ○ ○ ●	<p>Creates an adaptable environment:</p> <ul style="list-style-type: none"> <li>• Fosters agility, proactive and flexible practices</li> <li>• Leads and creates momentum for change</li> <li>• Champions plan of action and overcomes barriers through proactive anticipation</li> <li>• Quickly understands and reacts to environment, establishing flexible culture</li> </ul>	<p>Adapting to the frequency and demand of outside counsel retainers as well as the fast pace contingent liability reporting season.</p> <p>Takes lead and initiative for drafting and contacting inquiry officers for expropriations as well as finding new inquiry officers.</p>

**Benchmarks**

List 1-2 potential comparable Government of Alberta: [Benchmark](#)