

*Every employee benefits from having clear expectations of their duties. A job description also supports organizational design, job classification, recruitment, employee performance, learning and development, and succession planning.*

*The Common Job Description (CJD) is used to describe work where several positions have common core responsibilities and reporting relationships, as well as comparable knowledge needed to perform the work.*

## FOR PUBLIC SERVICE COMMISSION USE:

CJD LIBRARY #:

EFFECTIVE DATE: UPDATE

WORKING TITLE: LEGAL ASSISTANT

CLASSIFICATION: LEGAL ASSISTANT 2

PAY GRADE:

JOB CODE: LA2

CROSS-GOVERNMENT COMMON JOB

DEPARTMENT-SPECIFIC COMMON JOB

## ORGANIZATIONAL CONTEXT

*Briefly describes the purpose for the business operation and how this job fits within the organizational structure (i.e. reporting relationship).*

Legal Assistants primary focus is to provide administrative and legal support assistance to the lawyers and Directors in their assigned area within the Legal Services Division. Legal Assistants may be moved from one area to another within the Legal Services Division and will work with a variety of types of assignments and lawyers from both Solicitor law teams and Litigation law teams.

## JOB PURPOSE

*Briefly describes why the job exists and its scope (i.e. who is directly impacted by the outcomes of the job).*

To provide senior legal and administrative support by independently working within a framework of applicable legislation, policies, procedures, regulations and precedents. This position is responsible for assisting the lawyers in the support and delivery of legal services relating to all areas within the Legal Services division. The main focus of the position is to assist and support the lawyers on the administration and completion of files by providing prompt and accurate preparation and delivery of legal and administrative documents and correspondence in numerous forms, monitoring files, communications, searches and general administrative duties. A strong knowledge of court procedure, acts and statutes (along with their locations for reproduction into various documents, etc.) and a firm foundation of general legal knowledge is required.

## RESPONSIBILITIES

*Describes the key responsibilities that make up the majority of the job and the corresponding duties.*

1. In accordance with Alberta Rules of Court, Provincial Legislation and appropriate Federal Legislation, the legal assistant provides assistance and support to the lawyers in providing effective legal services to government departments and ensuring they meet deadlines and client demands.

### Core Activities:

- Processes and file a variety of documents from lawyers dictation, handwritten notes, email instructions or detailed verbal instructions, including letters, memos, reports, legal documents (Affidavit of Records, Briefs, Orders, Statement of Claims, Statement of Defence, Factums book of authorities), pleadings, Trial Binders, and witness lists.
- Prepare and/or draft briefing notes, correspondence, agendas, action requests, tables and charts under the direction of lawyers.
- Prepare and/or draft contracts, agreements and collect background information as required and review results with lawyers to ensure accuracy and standards are met.
- Ensure proper documentation has been prepared and forwarded to the respective Judge or Justice assigned for pre-trials and Judicial Review's .
- Prepare list of undertakings, review and compare list from Court Reporter with actual transcript, prepare correspondence enclosing answers to undertakings.
- File documents with various all levels of court (Provincial, Queen's Bench, Court of Appeal, and Supreme Court) as required.

- Ability to perform a variety of legal administration duties that require a very good knowledge of the law and understanding of legal terminology such as: . preparing memos and letters to clients or files, preparing court documents, filing legal documents and correspondence on the Prolaw Document management system.
- If applicable, update statute binders after each house sitting and Rules of Court so that the lawyer's have access to accurate, up to date information.
- Prepare and upload documents into ARTS (Action Request Tracking System).
- Independently draft complex correspondence for signature of lawyers or senior management through the ARTS system.
- Format correspondence and other documents and manage those documents through the ARTS system. Monitor assignments to the Division from the Minister, Deputy Minister and Assistant Deputy Minister offices through ARTS and ensure due dates, timelines and correspondence guideline standards are met.
- Develop and maintain legal document precedents such as Statement of Claim Statement of Defence, Affidavits, Factums, Briefs, Orders, and any other legal document's as required.
- Research various case law and other matters as required and directed by the lawyer.
- Conduct CORES (Corporate Registry Searches), PPR (Personal Property Registry) and Court searches.
- Review and commission Affidavits.
- Ongoing communication to clients as required via email, telephone or in-person.
- Process accounts received from outside counsel, mediators, process servers, etc. to ensure reimbursement.
- Maintain discretion and confidentiality on all files and materials.
- Organize timely delivery of disclosure to parties of the court action or file by providing detailed itemization of disclosure including expert reports, contact notes, raw data of any testing, investigation reports, court reports, visit reports.
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- Meet with lawyers or Director via telephone or video conference weekly or bi-weekly to review active files and current workload as needed
- Attend periodic check in meetings with Office Supervisor as required.
- Upload documents into Prolaw and ensure documents are kept up-to-date
- Open files/create matters IDs in ProLaw for Director and lawyers.
- Close files in ProLaw and any physical files as needed.
- Maintain and monitor files in Prolaw.

**Other Activities as required dependant on area within the division:**

- Ensure disclosure logs are current and accurate as files remain active for several years.
- Audit files and other materials received in order to ensure that true and full disclosure is made.
- Liaise with workers or others with respect to missing disclosure which involves having a complete understanding of what legal documents, reports or other materials are required.
- Ensure all parties receive full disclosure records and indicate same.
- Uploading, sorting and pre-vetting of disclosure prior to providing it to the lawyers for final vetting.

2. Provides accurate and timely administrative support to assigned lawyers:

Core Activities:

- Works independently with all routine office matters and performs other duties and legal assistant duties as required (i.e. pulling statutes and acts for lawyers and clients).
- Maintains diary and diarization system for timelines and to maintain a bring forward system to keep track of crucial deadlines and monitor progress of files.
- Coordinate meetings for lawyers and provide required support for meetings such as: room/facility bookings, taking meeting minute notes, preparing and assembling various files, documents, and binders for those meetings.
- Maintains an accurate and organizational electronic and paper file systems which requires constant updating.
- Opening, coding, tracking and closing files. Updating file databases on the Prolaw system.
- ,Makes travel arrangements, and assists lawyers in ProLaw activities.
- Scheduling Examinations for Discovery, arranging for Court Reporters, Witnesses (locating addresses/accommodations). Track client costs and advise client of same.
- Liaise with Clerk's office in various courthouses for setting up pre-trial conferences, adjourning motions.
- Print images from Summation, Schedules A's, images from CD's from outside counsel for RCMP following all internal policies and procedures and legislation including FOIP.

- Prepare PowerPoint presentations.
- Acts as proxy for lawyers utilizing "1GX" to prepare expense accounts.
- Review documents for accuracy.
- Provide electronic file and physical file management and update electronic file databases.
- Organizing and understanding of the status of file and next step requirements.
- Provide back-up cover off duties for other legal assistants, reception or the office supervisor as required.

## **APPLICATION OF KNOWLEDGE**

*Briefly describes the required education and the level of knowledge essential to perform the job/above responsibilities (not intended to be an exhaustive listing).*

- Two-year diploma in a related field plus one year progressively responsible related experience; or equivalent. Equivalency: Directly related education or experience considered on the basis of: 1 year of education for 1 year of experience; or 1 year of experience for 1 year of education.

### Knowledge:

- Legal Assistants are expected to keep up to date on changes to technology, Government of Alberta and Legal policies, procedures and Provincial and Federal legislation through formal and informal training to stay current and productive.
- Legal Assistants are expected to attend any training as directed to enhance skills and performance relative to their position
- Understanding of various legal practices, especially in the Civil Law area for an accurate and precise process and expertise in preparation, filing and serving legal documents.
- Understanding of Legal Terminology.
- Comprehensive understanding of the court system and processes and all relevant legislation.
- Proficient in all Microsoft Programs including WORD, Outlook, excel.
- Proficient in Edocs, ProLaw, Adobe Acrobat and various search tools.
- Working knowledge of Westlaw, eCarswell, CanLii and computer skills in .pdf/html files.

### Skills:

- Excellent computer and keyboarding skills and good base of computer literacy.
- Effective verbal and written communication skills. Understanding of how communication approaches may need to be adjusted based on the audience they are dealing with i.e. lawyers, external/internal clients, judges, court workers, Directors, Executive Directors etc.
- English language grammar skills, knowledge of legal terminology, document management, electronic mail.
- Organizational skills, effective planning, problem solving and analytical skills.
- Good interpersonal skills.
- Strong problem solving skills
- Sets high performance standards to meet urgent deadlines.
- Use professionalism when communicating with internal and external clients.
- High attention to detail and accuracy is required.

### Ability:

- Independent work and good judgment required in setting of own deadlines for workload.
- Demonstrate a high degree of initiative, independent work; limited supervision.
- Must show initiative and work independently with minimal supervision.
- Use initiative, skill and experience to, organize complete and polish documents and presentations.
- Exercise sound judgement with regard to setting priorities, reschedule or handle matters in a lawyers' absences, handling client requests and confidential materials.
- Ability to plan, coordinate and monitor a significant number of simultaneous tasks in an environment of shifting priorities and ensure timelines on work are met.

## PROBLEM SOLVING/DECISION MAKING

Briefly describes the types of problems or challenges the job routinely faces or solves and the types of assistance available (e.g. process guides, standard operating procedures, policy documents, availability of experts/specialists, on site supervision, etc.)

- Participate in legal research activities at the direction of lawyers by utilizing research tools such as e-Carswell, Hummingbird, online statutes and regulations and other Internet resources.
- Identify and request missing file information/reports from clients in order to provide disclosure requirement to counsel and ensure file readiness for court applications by follow up with clients to ensure all file information is accurate.
- This position works with limited supervision and most work must be completed with little or no instruction from lawyers.
- Provide online searches such as Corporate Registry, Personal Property Registry, Land Titles, Motor Vehicle Registration.
- Searches are required on a timely basis for clients to confirm addresses for proper service of documents.
- Access and request Justice Online Information Network System (JOIN), Criminal Records information. Dissemination of information to clients, filing records and logging same according to Edmonton Police Service and FOIP requirements.

## KEY CONTACTS

Briefly describes the frequency and purpose of regular contact the job makes internally and externally.

Supervisory responsibility: \_\_\_ Yes X No

This position has contact with team members, various levels of employees within the branch and department, contacts within client departments, the courts, court reporters, private sector lawyers, and private sector clients. This position is the main link between clients and lawyers resulting in the management of the files. Incumbent may also liaise with court staff, and witnesses to verify necessity of court appearance and reports. This position is the main link between stakeholders (clients) and assigned lawyers resulting in management of files and working towards a common resolution.

## POSITION SPECIFIC INFORMATION (Optional)

Briefly elaborate on the business area and/or identify responsibilities or projects specific to the position (e.g. health versus environmental policy area; a specific major initiative the position is leading; the name of the program the position is delivering).

Briefly describe work that meets the exclusion criteria if a request to exclude the position from the bargaining unit is being contemplated.

## POSITION SPECIFIC COMPETENCIES (Optional – For Talent Management Purposes)

Identify technical and behavioural competencies, the level of competency, examples of observable action that demonstrates what successful performance looks like at that level, and the ranking.

Competency	Level	Behavioural Indicator	Ranking