

Working Title <b>Legal Assistant</b>		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit <b>ACPS, Operations &amp; Strategic Support Office</b>	Ministry
		Requested Class	
Dept ID	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 Alberta Crown Prosecution Service (ACPS) is responsible for the conduct of prosecutions brought forward pursuant to the Criminal Code, Youth Criminal Justice Act, and provincial statute offences. The ACPS strives for just and timely outcomes for accused persons, victims, and the public. Residing within the Ministry of Justice, the ACPS promotes safe communities by vigorously prosecuting cases involving serious and violent crime and works with individuals and organizations in the community to identify and implement improved and alternative approaches to the administration of criminal justice. In addition, the ACPS develops criminal law policy for the province and supports criminal law consultation with other levels of government.

The Legal Assistant provides comprehensive administrative and legal support for the prosecution of criminal and provincial offences, including but not limited to the Criminal Code of Canada, the Traffic Safety Act and the Youth Criminal Justice Act in the Crown Office. This support includes legal files, completion and processing of all necessary documentation, responding to inquiries and liaising with internal parties and external stakeholders, and performing other administrative functions that are required to ensure that branch goals and objectives are met. Legal Assistants are highly skilled in managing and resolving sometimes competing demands inherent in workloads of Crown prosecutors in order to deliver quality service.

Legal Assistants handle large quantities of sensitive and confidential information and are exposed to potentially disturbing subject matter within prosecution files.

This position reports to the Supervisor, Support Staff (or to the Regional Office Manager for regional office locations) and is responsible for administrative and legal support to the Crown Prosecutors in the Crown office.

**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](#)).

- **Effective management and organization of legal files and documents in preparation for Court. These files relate to the criminal process in the Crown Prosecutors' Office.**

Activities:

- Prepares, processes and files Notices of Motion, Affidavits, Orders, Statutory Declarations and a wide variety of other court documents.
- Preparing Trial files for Crown Prosecutors which may include requesting missing disclosure, requesting certified documents, preparing Notice(s) to Accused/Defence, issuing subpoenas as directed and ensure service, printing material, and burning media on DVD/USB.
- Ensures files are opened, given to the appropriate prosecutor, diarized, closed and stored according to Branch procedures.
- Issue subpoenas on trial matters as directed by the Crown prosecutor and ensure all trial matters have subpoenas issued.

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- Completes and processes all necessary documentation and reviews files/briefs to make sure all relevant documentation is included.
- Processes legal opinion memos for the Chief Crown Prosecutor.
- Ensure additional disclosure, pre-sentence reports, and/or Forensic Assessment and Outpatient Services (FAOS) have been received.
- Vet disclosure on files as required.
- Processes file waivers both in and out of province, which may include communication with other Crown offices on sentencing recommendations and forwarding the Crown and court files.
- Prepare alternative measure referral packages for difference agencies such as Probation, Mental Health Diversion programs, and Restorative Justice.
- Assists in the preparation and organization of court documents such as Trial Books, Exhibit Books, and Sentencing Authorities.
- Tracks and follows appropriate procedures for warrants and bring forward of these files, adhering to the warrant policies and procedures.
- **Problem solves and researches information when required.**

Activities:

- Searches and obtains missing documentation and information on correspondence sent from police agencies and defence counsel.
- Utilizes the Justice Online Information Network (JOIN) to verify charges, court dates, and locations.
- Utilizes PRISM and Prosecutors electronic file system known as Criminal eFile.
- Compiles specific cases and relevant information from Quicklaw, Criminal Code and Internet sites when requests are received from the Crown Prosecutor regarding charges, sentences, statutes, and regulations.
- When information requests or questions are received from the police, stakeholders, or the public, assess if information can be disclosed without breaching confidentiality or affecting sensitive issues.
- **Liaises and communicates effectively with various internal parties and external stakeholders.**

Activities:

- Provides and obtains information from defence counsel, Court Services staff, law enforcement, other outside agencies, the general public, and internal parties.
- Responds to requests for disclosure that are received by hard copy from the accused or defence counsel.
- Composes letters and memoranda and answers routine correspondence.
- Liaises with law enforcement agencies regarding Section 490 C.C. (Detention of Things Seized) applications.
- Disseminates/shares information to ensure that knowledge management principles are implemented.
- **Performs a variety of other office administration duties.**

Activities:

- Maintains Crown calendars
- Answering phones, managing front counter (where applicable and as required), completing mail runs
- Develops and maintains spreadsheets for Crown schedules.
- Troubleshoots computer problems.
- Ensures office equipment is properly maintained by arranging professional servicing when required and that the machines have adequate paper and toner.
- Drafts forms and documents for internal use.
- Provide financial support (such as coding invoices, expense claims, ordering supplies)
- Attends team meetings to discuss issues pertaining to the Unit and prepares minutes of these meetings, as required.
- Maintains electronic filing system in the Unit in accordance with E-Crim guidelines.
- Administer, assist, and support training and provide technical direction to new Legal Assistants.
- Assist with Crown and witness travel requirements for court as required
- May attend court if required in some office locations (virtually or in-person depending on the court)
- Other related duties.

**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](#)).

Administrative and legal services provided by the incumbent ensure prosecutors go to court prepared and prosecute effectively. This is achieved by providing the best possible service to the Crown Prosecutors, Provincial Court & the Court of Kings Bench, defence counsel, stakeholders and the general public.

This position works within the policies and procedures of the Alberta Crown Prosecution Service. An error could result in bringing the administration of justice into disrepute. Charges could be dismissed for lack of prosecution or cases adjourned and costs could be found 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.

**Experience:**

- Legal Assistant Diploma and minimum of one year work experience related to criminal experience or activities.
- Considerable administrative experience in a highly computerized environment.

**Knowledge:**

- Comprehensive understanding and knowledge of the Criminal Justice System, court system, legal theory, and processes.
- Comprehensive knowledge of Microsoft Office, Adobe Pro, 1GX, Criminal E-File, JOIN, PRISM, legal databases and indexes.
- Knowledge of various Acts and legislation as well as policy, procedures, agreements and other authorities including: the Criminal Code; the Rules of Court; Youth Criminal Justice Act; FOIP

**Skills:**

- Mental resiliency to handle disturbing subject matter within prosecution files
- Excellent oral and written communication skills and interpersonal skills.
- Exceptional organizational ability and attention to detail
- Excellent time management skills and ability to work in a potentially distracting environment
- File management skills
- Problem solving skills
- Ability to work independently using sound judgement and in a team environment
- Capable of working in a high volume and demanding environment
- Ability to manage competing priorities in tight timelines
- Always displays maturity and professionalism when dealing with a Crown Prosecutor, defense counsel or the general public.
- Sensitive to issues when dealing with confidential or contentious matters.

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

**Internal contacts:**

Deputy Chief Crown Prosecutor - Coordination of work, advice, and exchange of information and file tracking - daily  
Prosecutors - Coordination of work, advice, and exchange of information and file tracking - daily  
Supervisors - Coordination of work, advice, and exchange of information and file tracking - daily  
Support Staff - Coordination of work, advice, and exchange of information and file tracking - daily  
Manager, Admin & Legal Support - Direction, consultation, resolve issues, coordinate efforts, obtain advise  
Director, Business Operations - Liaison and exchange of information regarding overall office activities - as required

**External contacts:**

RCAS - Court Services - Exchange of information regarding court scheduling and technology - as required  
Law Enforcement Agencies - Exchange of information regarding case file information - as required  
Victims/witnesses/members of the public - provide information regarding procedural information and victim services.  
Defense/accused - provide information - as required.  
Victim Services - Exchange of information regarding case file information - as required  
Probation Offices - Exchange of information regarding case file information - as required  
Addiction & Mental Health Diversion Services - Exchange of information regarding case file information - as required

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

None.

**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.

**Incumbent**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_

**Manager**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Division Director/ADM**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date