

Working Title Legal Counsel	Name
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Position Number	Reports to Position No., Class & Level	Ministry
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Requested Classification

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](#)).

Legal Counsel at Court of King’s Bench are responsible for providing analysis, drafting, editing and research services for the King’s Bench judiciary, for the supervision and training program of articling students, and for legal support services for King’s Bench committees. Legal Counsel assess workloads (their own and the students’), determine priorities, assign work to students and among themselves, and work independently on legal research projects.

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](#)).

1. **Provide timely assistance to KB judiciary:** supplying legal analysis, drafting, editing, and research services on case files and for judicial committees

2. **Develop and maintain institutional knowledge and information:** create and maintain research resources, develop knowledge management infrastructure, coordinate knowledge information sources for judiciary, legal counsel, and articling students, and disseminate knowledge and information through routine channels and on demand.

3. **Develop and improve Articling Student program:** recruit and supervise the articling students, including assigning work, developing and implementing the training program, supervising the Judge Shadowing Program, and providing mentoring and advice.

4. **Legal Counsel Development and Education:** Participate in the hiring of new Legal Counsel, provide orientation and support for new Legal Counsel, contribute to ongoing education and training for Legal Counsel, meet and exchange information with Legal Counsel in other judicial centers.

5. **Provide information to judiciary and judicial assistants:** Serve as an alternate for Alberta Courts Advisory Counsel dealing with website publication issues related to privacy, confidentiality and publication bans.

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](#)).

Legal Counsel work both collaboratively with each other, articling students, and the judiciary and independently on a variety of projects. They set priorities and set and meet timelines. A recent example includes a Legal Counsel who supervised the work on a large and complex file, that required coordinating the work of several students and another Legal Counsel with the work of the judge to produce the required research and analysis.

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 duties in the Articling Student program are divided among the Legal Counsel and duties rotate, with Legal Counsel responsible for recruiting, participating in hiring, and day to day supervision of the students. This involves coordination with each other, with students, with CA Legal Counsel, and with the judiciary. Recent examples include revising the Student Manual, recruiting and scheduling judges to provide education seminars, implementing regular meetings with the articling students and the supervising Legal Counsel, and providing guidance to new Legal Counsel regarding supervision duties.

Legal Counsel initiate many projects, ranging from research to student supervision, but are also assigned work from any number of individual judges. Within each of those assignments, Legal Counsel exercise broad discretion, based on their legal knowledge and expertise, as to the scope, direction, and methodology of their analysis and research.

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.

Legal Counsel must be able to work independently to determine priorities, assess and organize various ongoing projects, take on assignments from many judges, each with different requirements and expectations, and deal with time sensitive and often urgent assignments.

Legal Counsel must have excellent analytical and organizational skills, familiarity with, and proficiency in, every area of law, excellent writing and editing skills, exceptional research skills, both electronic and manual, in both Canadian and international law, and the ability to work independently on some projects and collaboratively on others.

Legal Counsel must maintain currency in the wide areas of law that come before the Court, and must often work long hours as required to meet the sometimes urgent demands placed on a trial court.

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

Judges: Receive requests for assistance, discuss and analyse legal problem, provide advice, draft and edit judgments, work with judicial committees, coordinate student program.

Articling students: Mentoring, distributing and supervising assignments, developing and providing educational programs.

Judicial assistants: Review drafts and answer questions regarding work product.

CA Legal Counsel: Coordinating CA articling program with B program

Post-secondary institutions, articling candidates and HR: with regard to the articling program

Public: respond to public complaints addressed to Court

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

Articling students, position numbers change yearly.

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

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned.

Incumbent

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Name

Signature

Date

Manager

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Name

Signature

Date

Division Director/ADM

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Name

Signature

Date