

<b>FILL</b>
DATE
INITIALS

## JOB DESCRIPTION POINT RATING EVALUATION PLAN

Working Title

Legal Assistant

Name

Position Number

Reports to Position  
No., Class & Level

Division, Branch/Unit

Legal Services, Civil Law Litigation

Ministry

Justice

Present Classification

Requested Classification

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).

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 Civil Litigation within various governmental departments. The main focus of the position is to assist the lawyers on the administration and completion of files by providing prompt and accurate preparation, delivery of legal and administrative documents, correspondence in numerous forms, and memoranda, as well as 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 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. In accordance with Rules of Court, Provincial Legislation and appropriate Federal Legislation, the legal assistant provides assistance to the lawyers in providing effective legal services to government departments and enabling to meet deadlines and client demands.

### Core Activities:

- Processes a variety of documents from lawyers dictation, handwritten notes or detailed verbal instructions, including letters, memos, reports, legal documents (Affidavit of Records, Briefs, Orders, Statement of Claims, Service) pleadings, Trial Binders, timekeeper utilizing Microsoft WORD, Adobe Acrobat, Outlook, Hummingbird and ISYS 6.
- Prepare list of undertakings, review and compare list from Court Reporter with actual transcript, prepare correspondence enclosing answers to undertakings.
- Ability to perform a variety of duties that require a very good knowledge of the law and understanding of legal terminology.
- Independent work and good judgement required in setting of own deadlines with respect to workload.
- All work requires extreme accuracy, knowledge of spelling, correct English grammar and use of legal terminology and is required on a prompt basis.
- Excellent keyboarding and formatting skills, good base for computer literacy as well as exceptional problem solving skills in both computer use and the technical knowledge required to work with various programs and documents received from various sources.
- If applicable, update statute binders after each house sitting and Rules of Court so that solicitors have access to accurate, up to date information.
- Independently draft complex correspondence for signature of lawyers or senior management (A.R.'s)
- Develop and maintain legal precedents.
- Contact client and review and commission Affidavit.
- Maintain discretion and confidentiality on highly sensitive file material.

2. Problem solve and research information.

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**Core Activities:**

- 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.
- 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.

**3. Provides accurate and timely administrative support to assigned lawyers:**

**Core Activities:**

- Works independently with all routine office matters and performs other duties and paralegal duties as required (i.e. pulling statutes and acts for lawyers and clients).
- Maintains diary and diarization system.
- Arranges appointments, schedules meetings, makes travel arrangements, and assists lawyers in Timekeeper 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 for setting up pre-trial conferences, adjourning motions.
- Print images from Summation, Schedules A's, images from CD's from outside counsel for RCMP.
- Prepare powerpoint presentations.
- Acts as proxy for lawyers utilizing "MyAgent" to prepare expense accounts.
- Maintains an accurate and organizational file system which requires constant updating.
- Opening, coding, tracking and closing files. Updating file databases.
- Organizing and understanding of the status of file and next step requirements.

**4. Utilizes initiative, tact and judgement in accordance with the Code of Ethics within the guidelines of the Rules of Court, legislation, court and litigation processes to be able to provide effective, quality support to government departments within strict time guidelines.**

**Core Activities:**

- Use initiative, skill and experience to, organize complete and polish documents and presentations.
- Must show initiative and work independently with minimal supervision.
- Exercise sound judgement with regard to setting priorities, lawyers absences, handling client requests and confidential materials.
- Meet tight deadlines while ensuring high quality standards are met (i.e. preparation and filing deadlines, document preparation, timekeeper, etc.). Ability to plan, coordinate and monitor a significant number of simultaneous tasks in an environment of shifting priorities.
- Sets high performance standards to meet urgent deadlines.

**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).

- This position works with limited supervision with the majority of work being completed independently of instruction by applying the required knowledge of legislation, procedures, regulations and precedents.
- This position manages approximately 150+ active files and responds to numerous enquiries a day.
- Administrative services provided impact the Branch as well as numerous client departments.

**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.

**Knowledge:**

- Legal Assistant Diploma and several years legal experience or equivalencies
- Understanding of various legal practices, especially in the Civil Law area for an accurate and precise process and

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expertise in preparation, filing and serving legal documents.

- Proficient in WORD, Outlook, Hummingbird, Adobe Acrobat and various search tools.
- Working knowledge of eCarswell and computer skills in .pdf / html files.

**Skills:**

- Excellent computer and keyboarding skills.
- Effective verbal and written communication skills.
- English language grammar skills, knowledge of legal terminology, document management, electronic mail.
- Organizational skills, effective planning, problem solving and analytical skills.
- Good interpersonal skills.

**Ability:**

- Demonstrate a high degree of initiative, independent work; limited supervision.
- Attention to detail.

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

This position has contact with client departments, courts, court reporters and private sector lawyers to arrange meetings, telephone conferences, etc. The legal assistant has contact with legal officers, private sector clients, team members, different branch staff and the public. This position is the main link between clients and lawyers resulting in the management of the files.

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

Not applicable

**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.
