

*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:
WORKING TITLE: LEGAL ASSISTANT	CLASSIFICATION: LEGAL ASSISTANT 2
PAY GRADE:	JOB CODE: LA2
<input type="checkbox"/> CROSS-GOVERNMENT COMMON JOB <input type="checkbox"/> 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. If they are in agreement, 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 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 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 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 JDRs.
- Prepare list of undertakings, review and compare list from Court Reporter with actual transcript, prepare correspondence enclosing answers to undertakings.



- 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, policies, procedures and 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.
- 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, 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 WestLaw or CanLii 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 JOIN, Criminal Records information. Dissemination of information to clients, filing records and logging same according to EPS 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, different 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.*