

# JOB DESCRIPTION POINT RATING EVALUATION PLAN

Working Title <b>Judicial Assistant</b>	Name <b>Vacant</b>
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Position Number	Reports to Position No., Class & Level <b>LA 3</b>	Division, Branch/Unit <b>Office of the Chief Justice, Alberta Court of Justice</b>	Ministry <b>Justice</b>
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Present Class <b>Legal Administration 2</b>	Requested Class
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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](#)).

The Court of Justice is the gateway to the majority of criminal prosecutions in Alberta and is the most visible court in the Province. This Court is comprised of a Chief Justice, a Deputy Chief Justice, an Assistant Chief Justice for each of the nine divisions, 143 full-time justices, up to 25 Supernumerary judges and 43 Justices of the Peace. The Alberta Court of Justice services 73 court locations across the province.

The Court of Justice hears criminal, traffic, regulatory and bylaw enforcement hearings; as well as most civil cases also take place in the Court of Justice, including cases involving landlord and tenant and claims involving up to \$100,000. The Court of Justice also hears a majority of family law cases and child welfare cases. The Court has developed alternatives to traditional court processes and partners with other agencies that provide fair, efficient, and accessible alternatives to court such as Drug Treatment Court, Mental Health Court, Mediation, Judicial Resolution and Indigenous Court processes.

The Judicial Assistant performs executive, administrative, paralegal and related duties for Justices of the Court of Justice and Justices of the Peace. The incumbent responds effectively and knowledgeably to complex issues and takes appropriate and often independent action within department guidelines. These functions necessitate strong problem-solving and decision-making skills, often requiring the application of ethics and discretion in relation to disclosure of information. Sound judgment is used in making decision, applying policies, procedures and established practices. Where issues are not clearly defined, the employee draws on experience and / or implements innovative solutions appropriate to the situation.

The Judicial Assistant provides a broad range of knowledge and extensive support to the Justices of the Court of Justice by providing management of highly confidential and legal applications to other Courts, agencies, departments and the public sector. The Judicial Assistant receives and handles confidential and sensitive information and demonstrates excellent interpersonal and communication skills, both oral and written. Support is provided in a highly professional manner with a high degree of autonomy, diplomacy and confidentiality. Work is performed using strong organization skills, unquestionable integrity and a thorough knowledge of the paralegal discipline.

**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](#)).

## **Administrative Functions:**

The Judicial Assistant is the front-line representative of Justices' Chambers. The incumbent provides administrative support to the Justices of the Court of Justice, Justices of the Peace; as well as immediate supervisors and / or managers in accordance with governing policies and procedures which includes personal and highly confidential administrative services. The Judicial Assistant regularly performs various duties. Those duties include: primary phones, secondary phones / mail retrieval & distribution, warrant duty, back-up warrant duty, pre-trial conferences, back-up pre-trial

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conferences, information search & photocopying.

- Responds effectively, with discretion and sound judgment, in person or on the telephone, to all inquiries, whether operational or administrative in nature.
- Reviews background information on matters requiring the Justice's attention and relays discrepancies or potential concerns to the Justice.
- Acts independently and pro-actively to provide highly personal and confidential administrative support to Justices in all aspects of their Judicial and personal duties.
- Transcribe speeches, reports, presentations, and special projects.
- Drafting routine correspondence.
- Copying dockets, informations and exhibits to enable the Justice to respond effectively.
- Prepares documentation in regard to persons who are declared "Not Criminally Responsible". Liaises with the Board of Review, doctors, psychologists and medical support staff as required.
- Prepares speech to be given at the Bar Admission ceremonies.
- Provides support to the judiciary in regard to amenities and various social functions, including assistance with Christmas parties, retirements, etc.
- Orders supplies as required for staff and Judiciary
- Prepares provincial documentation & speeches for Marriage Ceremonies.
- Provides assistance to Justices serving on boards, commissions and committees which includes preparation of minutes, agendas and newsletters.
- Reconciles receipts and prepares dental and medical claims.
- Compiles and reconciles expenses for travel to in accordance with current directives from the Department.
- Maintains and reviews Professional Development Allowance budgets of the Justices; and performs bookkeeping and related duties to monitor expenditures and reconcile bills.
- Liaises with various Federal and Provincial Government officials, external agencies, members of the Bar, members of the Bench at all court levels and acts as liaison with court officials in other jurisdictions in the Province and across the country on behalf of assigned Justices.
- Maintains and updates texts, statutes and reference materials.
- Coordinates meetings for assigned Justices with respect to Civic, Provincial and Federal government officials, counsel Court staff and outside agencies.
- Maintains a diary (computerized or manual) for assigned Justices.
- Researches computer database systems (Alberta Courts Internet / Intranet, LexisNexis, Quicklaw, Federal statutes and Regulations, Alberta (and other provinces) Statutes and Regulations.
- Provides ongoing technical expertise and assistance to the Justices with respect to computer technology, telephones, voice mail, FTR digital recording and call-back, and other equipment.
- Maintains and troubleshoots equipment including fax machines, copiers, network printer, etc.
- Coordinates the Justice's travel arrangements to enable the Justice to attend court sittings in other locations, to attend educational seminars, and to participate in committees and other occasions in the Province and out-of-province and prepares itineraries as required.
- Monitors Court Schedule(s) for any changes and ensures that the Case Management Office and Judicial Scheduler are informed that assignments and travel arrangements are adjusted as may be required.
- Make, monitor and provide itinerary for travel arrangements for Judiciary for out-of-town court sittings and conferences.
- At the request of the Judiciary, participates in special projects.

**Judgment / Fatality Report Preparation:**

- The incumbent is responsible for preparing and formatting judgments and Fatality Inquiry Reports in accordance with the Canadian Guide to Uniform Production of Judgments, the Alberta Courts Privacy Protocol and Court procedures, by way Dictaphone, handwritten or electronic drafts.
- Verifies legal text and quotations, citations and statutes in accordance with the guidelines set out in Canadian

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Guide to Uniform Legal Citation.

- Researches information on the Justice On-Line Information Network (JOIN) and any relevant material for any special status, seals, or restrictions on Court files.
- Responsible for the filing and distribution of completed Judgments and Fatality Inquiry Reports in accordance with directives and established Court procedures.
- Compiles with directives of the Privacy Checklist for Judgment Preparation with respect to bans/orders and ensures that any identifying information, which could compromise privacy rights of the parties and/or witnesses, is removed.
- Sign for and take continuity of all original exhibits entered to the Fatality Inquiry, prepares a detailed list or chart of exactly what each exhibit consists of (i.e. description, title, colour, etc.) and seals all exhibits in a container, box or envelope, as required to be sent to the Medical Examiner's Office in Edmonton with a copy of the detailed list or chart affixed to the top of the container ensuring registered delivery and return of confirmation and continuity of exhibits.
- Follows a precise and detailed policy for notification and release of Reports to the Minister of Justice, family, counsel, media and/or other parties with the status at the Inquiry.
- Ensures completed Reports are forwarded to the Provincial Judgment Database for posting on Alberta Court Internal Website.
- Maintains the "Judgment Log".

**Case Management/Pre-Trial Conferences:**

- Manages all procedural requirements related to the Alberta Court of Justice process of Case Management, Judicial Dispute Resolution and Pre-Trial Conferences to ensure the accurate production of correspondence, agreements, communications and liaison between the Judiciary and public.
- Receives requests for conferences, makes arrangements, and prepares correspondence.
- Provides direction to counsel on behalf of the Justice and keeps Judicial Scheduler and / or Trial Coordinator informed of progress. Directs counsel and ensures all parties are present and notifies the Justice when they are ready to proceed.
- Maintains filing system to track file requiring continuations and will bring forward on behalf of assigned Justice.
- Ensure equipment for teleconferences or video conferences is functioning and that parties are on stand-by.

**Judicial Authorizations (i.e Search Warrants and One-Party Wiretaps, Other Orders):**

- The incumbent provides assistance to the Judiciary and law enforcement agencies in relation to the processing of highly confidential judicial authorizations (i.e. search warrants and one-party wiretap applications) following very specific direction from legislation and established policies.
- Ensures that officers attending in Chambers have complete documentation before seeing the Justice.
- Ensure that officers submitting applications using the digital judicial authorization (DJA) process follow the applicable rules and guidelines that are in place.
- Provides direction regarding the return of documentation receives and maintains security of all documentation following established direction from the Chief Justice and Deputy Chief Justice.
- Maintains log and adds the number to the judicial authorization.

**Judicial Scheduling:**

- The Judicial Assistant monitors changes that may be required to the published Justices' Schedule and ensures that the Justices are informed of changes, acts as liaison with the Clerks' Office and Case Management Office as required.
- May be called upon to make changes to court assignments on an emergency basis to cover illness, unexpected leave, etc. Where Judicial resources are limited, the incumbent must know who and where to call the Judicial assistance in order to cover court assignments.
- Serves as liaison with the clerks in calling Justices to go to court or advising them of adjournments, etc.

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**Charter Notices / Pre-sentence Reports / FAOS Reports / Written Briefs:**

- Each month approximately 225 manual Charter notices/Pre-Sentence Reports/Forensic Assessments and Written Briefs are received, logged and distributed to the Judiciary. These reports must be reviewed and investigated for special assignments or continuations. These reports are kept with the Judicial Assistant until several days prior the scheduled appearance and at that time will liaison with counsel confirming the present status of the reports and that all the parties are ready to proceed.
- The incumbent develops and maintains an electronic tracking system to log the reports that are received daily.

**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 is a key position, which provides complex administrative support to the Justices and Justices of the Peace of the Court of Justice; as well as acts as a liaison to the legal profession, law enforcement agencies, members of the judiciary, other court staff, the media and the public.

Extensive knowledge of the departmental policy directives and court procedures is required. The incumbent in this position is expected to independently use initiative and sound judgement in providing support to the judiciary. The employee is also expected to use advanced problem-solving skills, access available resources within the department and elsewhere to provide the best service possible for the Court.

This position requires a high level of skill in dealing with complex projects, preparing correspondence, judgments and various reports.

**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.

- High School Diploma and considerable secretarial experience. Related education such as a Legal Assistant Diploma is an asset. As well as an in-depth knowledge of business communications, practices and procedures.
- Excellent organizational, time management, interpersonal and analytical skills.
- Ability to maintain confidentiality and handle sensitive matters with discretion and tact.
- Ability to demonstrate a high degree of professionalism and possess unquestionable integrity.
- Ability to multi-task, demonstrate initiative, flexibility, and ability to prioritize work independently.
- Ability to perform complex assignments with proficiency.
- Must be able to quickly assimilate and analyze oral and written information.
- Produce a high volume of work to meet specific deadlines.
- Strong ability to communicate effectively both orally and in writing.
- Ability to work independently, as well as being a strong team member.
- Possess the knowledge of methods and process of the legal system in general and Criminal Justice system, in particular.
- Research and analyze law sources such as NexisLexis, eCarswell, Quicklaw, QP Source, Maritime Law Book, as well as the judgement database and Justice On-line Information Network (JOIN).
- Possess and excellent working knowledge of word processing software such as Word and WordPerfect and database programs such as Excel, PowerPoint and Publisher.
- Ability to proficiently use various equipment such as: scanner, copier, fax, scan to email, etc.
- Deal with members of the public as visitors or by telephone, using the applicable skills of tact, diplomacy and discretion consistent with F.O.I.P., the Privacy Act and any other relevant legislation and following Department policy.

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

**Internal:**

Members of the judiciary (all levels of Court) and other provinces, department officials, court administration (managers, supervisors, staff, immediate supervisor and co-workers).

**External:**

Crown Prosecutors (federal and provincial), legal counsel and their office staff, law enforcement officials and agencies, Probation, Forensics (medical), various community agencies and the general public.

The Purpose of these contacts is to represent the judiciary and the Criminal Justice system in the best possible manner, exhibiting professionalism at all times and to seek out information on behalf of judiciary to enable them to complete their duties efficiently and accurately and to facilitate the processes associated with the administration of justice for Albertans.

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

**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 job evaluation 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 Job Evaluation Unit, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 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.

<b>Incumbent</b>	<b>Vacant</b>		
	Name	Signature	Date
<b>Manager</b>	Name	Signature	Date
<b>Division Director/ADM</b>	Name	Signature	Date