

**New**

Ministry

**Describe: Basic Job Details****Position**

Position ID

Position Name (200 character maximum)

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

**Employee**

Employee Name (or Vacant)

**Organizational Structure**

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

**Design: Identify Job Duties and Value****Job Purpose and Organizational Context**

Why the job exists:

The Alberta Human Rights Act (the Act) established the Alberta Human Rights Commission (the Commission) to carry out functions under the Act. The Commission is an independent commission created by the Government of Alberta (GoA), which reports to the Minister of Justice.

The Commission has a two-fold mandate: to foster equality and to reduce discrimination. It fulfills this mandate through the resolution and settlement of human rights complaints, and through an administratively fair human rights Tribunal process, including mediations and hearings.

The Tribunal Legal Assistant provides legal and procedural support that strengthens the Tribunal's ability to carry out its mandate fairly and efficiently. By assisting with legal research, case review, and the identification of relevant legislation and case law, the position supports informed decision-making by Tribunal Legal Counsel and Tribunal members and helps ensure consistency,

accuracy, and procedural integrity across Tribunal proceedings.

This position supports the effective operation of the Tribunal by enhancing institutional knowledge, standardizing legal documentation, and providing timely legal assistance within the Tribunal Office, including support to Tribunal Legal Counsel and materials to inform Tribunal members. Through the preparation of case summaries, development of legally sound templates, and maintenance of legal reference materials, the Tribunal Legal Assistant helps promote clarity, transparency, and defensibility of Tribunal processes and outcomes.

This position operates within the Tribunal Office and supports adjudicative processes without creating a direct reporting or support relationship with individual Tribunal members.

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

### 1. Provide Legal Research and Analysis

- Conduct legal research and analysis relating to Tribunal matters.
- Prepare clear, concise case summaries and research memoranda for Tribunal Legal Counsel and inform Tribunal members, where appropriate.
- Analyze and synthesize complex information and documentation to support the development of legal advice and recommendations.
- Assist in the preparation of legal briefs, background materials, and reports by researching precedent decisions and emerging trends relevant to Tribunal proceedings.
- Work is assigned and coordinated through the Tribunal Office and does not involve direct support to individual Tribunal Members.

### 2. Provide Legal Support

- Provide legal and procedural support to Tribunal Legal Counsel within the Tribunal Office in the preparation, management and progression of cases.
- Assist with legal research, drafting, and review of correspondence, procedural documents and other legal materials.
- Compile, organize, and summarize evidence, submissions, case law, and relevant authorities to support counsel's review and analysis.
- Provide support during Tribunal proceedings, as directed through the Tribunal Office, including real-time research, information retrieval, procedural observations, issue identification, and post-hearing summaries.
- Support is provided in a manner that maintains appropriate reporting relationships and does not create a direct service relationship with Tribunal members.

### 3. Develop and Maintain a Centralized Tribunal Database

- Develop, maintain, and enhance a centralized, searchable legal knowledge repository supporting Tribunal operations, consistency, and institutional knowledge.
- Create, organize, and update training and reference materials, including summaries of legal principles and precedent analyses.
- Ensure Tribunal legal reference materials are current, accurate, and aligned with legislative and case law developments.
- Support onboarding and ongoing professional development of Tribunal members through the effective use of knowledge-base resources.
- Support the development and maintenance of standardized templates and tools used by the Tribunal Office to promote consistency and efficiency in case management and document preparation.

#### **4. Support the Standardization of Legal Templates**

- Develop, review and maintain standardized legal templates for Tribunal decisions that incorporate applicable legislation and relevant case law to support consistency and efficiency.
- Ensure templates align with best practices in administrative decision-making.
- Coordinate tasks and priorities through the Tribunal Office to ensure consistency and alignment with operational needs.

#### **5. Provide cover-off for positions in the Tribunal Office, as directed**

##### **Problem Solving**

Typical problems solved:

The Tribunal Legal Assistant works within the Tribunal Office, supporting the Tribunal Legal Counsel in addressing legal and procedural matters. The position routinely researches legal and procedural problems arising from Tribunal cases. These problems often involve synthesizing legislation, bylaws, Tribunal rules, and case law to identify applicable legal principles and procedural requirements for individual files. The position reviews case files and identifies legal and procedural issues. Problems vary in scope and complexity, ranging from routine procedural matters to novel or sensitive issues that may affect fairness or the defensibility of Tribunal decisions.

The role supports the management of procedural administrative issues arising in Tribunal matters, including organization information, identifying missing or inconsistent materials, and assisting in the preparation of files. The incumbent is required to follow established procedures while exercising judgement to escalate issues that may impact timelines, completeness of records, or progression of matters.

The role does not make legal determinations, but supports effective problem solving through accurate information management and timely escalation of issues.

Types of guidance available for problem solving:

- The Act, Bylaws, and Case Law provide the primary framework for problem-solving.
- Tribunal Legal Counsel provides expertise in interpretation and application of legislation and case law, reviews legal analyses or summaries, as needed, and is consulted on complex, sensitive or high-impact issues.
- Chief Commissioner provides direction on policy considerations, organizational priorities, and the overall vision for the Tribunal's processes.

Direct or indirect impacts of decisions:

This role involves applying established procedures and exercising judgement in organizing information, identifying gaps or inconsistencies in materials, and prioritizing assigned tasks to support the timely progression of Tribunal members. The quality and accuracy of work directly impact the efficiency of hearings, the completeness of records, and the effectiveness of decision preparation.

Through legal research, case review, issue identification, and the preparation of summaries and supporting materials, the role directly influences how Tribunal members understand the factual and legal context of matters before them. Accurate analysis, identification of relevant legislation and case law, and adherence to procedural requirements contribute to timely, well-informed decision-making, efficient progression of files, and compliance with principles of procedural fairness and natural justice.

The role also has indirect impacts on the Tribunal's credibility. By supporting institutional knowledge and improving document quality, the Legal Assistant contributes to organizational learning, policy alignment, and continuous improvement of Tribunal practices. Collectively, these impacts support

public confidence in the Tribunal, even though the position does not itself exercise adjudicative authority.

The role does not make legal or adjudicative decisions, but supports decision-making processes through the preparation, coordination, and management of materials within the Tribunal Office.

**Key Relationships**

Major stakeholders and purpose of interactions:

Chief Commissioner (ongoing): to support alignment between legal operations and the Tribunal's adjudicative mandate, direction and organizational priorities.  
 Tribunal Legal Counsel (daily): to provide legal and procedural support and to receive direction.  
 Tribunal Office (daily): to provide input to assist in addressing complex or atypical procedural issues.  
 Tribunal Members (as required): Materials and information are provided to support proceedings through the Tribunal Office. Interaction with Tribunal members is coordinated through the Tribunal Office and do not involve a direct reporting or support relationship.

**Required Education, Experience and Technical Competencies**

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Other		

If other, specify:

Legal Assistant Diploma plus a minimum of two years progressively responsible related experience.

Job-specific experience, technical competencies, certification and/or training:

Comprehensive knowledge and understanding of:

- legal research techniques and processes
- administrative law principles
- Microsoft Office Suite

The legal assistant requires strong and demonstrated:

- interpersonal skills
- analytical and research skills, including the ability to analyze and synthesize legal information
- problem solving and decision making skills
- written and verbal communication skills
- organizational and time management skills

**Behavioral Competencies**

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes a long-term view towards organization's objectives and how to achieve them: <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for</li> </ul>	Proactively monitors legislative and case law trends, assesses legal and procedural risks, and adjusts research priorities, documentation practices, and recommendations.

		collaboration	
Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	Analyzes outcomes across multiple cases, seeks and shares lessons learned, and incorporates diverse legal, procedural, and operational perspectives to refine research practices, templates, and case-management approaches.
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	Adapts work practices in response to changing priorities or legal developments, seeking guidance from legal counsel when needed
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	<p>Creates an open environment of communication:</p> <ul style="list-style-type: none"> <li>• Promotes sharing of expertise</li> <li>• Initiates strategic communication systems</li> <li>• Anticipates and addresses potential conflict areas</li> <li>• Inspires with a bold, complete and shared vision</li> <li>• Leads cross-functional collaboration</li> </ul>	By developing shared tools—such as standardized case-summary templates and a centralized legal knowledge repository—the Legal Assistant promotes the consistent sharing of expertise across functions.

## Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)