

Working Title Legal Assistant	Name
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Criminal Justice Division, Alberta Crown Prosecution Service, Grande Prairie	Ministry  Justice
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Present Classification Legal Administration 2 (LA2)	Requested Classification
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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](#)).

To provide administrative and legal support for the prosecution of criminal and provincial offences, including but not limited to the Criminal Code of Canada, the Traffic Safety Act and the Youth Criminal Justice Act in the CaRRRO Crown Office. This support includes legal files, completion and processing of all necessary documentation, responding to inquiries and liaising with internal parties and external stakeholders, and performing other administrative functions that are required to ensure that branch goals and objectives are met.

This position reports to the Office Manager and is responsible for administrative and legal support to the Crown Prosecutors in the Grande Prairie office.

**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. **Effective management and organization of legal files and documents in preparation for Court. These files relate to the criminal process in the Grande Prairie Crown Prosecutors' Office.**

**Activities:**

  - Prepares, processes and files Notices of Motion, Affidavits, Orders, Statutory Declarations and a wide variety of other court documents.
  - Ensures files are opened, given to the appropriate prosecutor, diarized, closed and stored according to Branch procedures.
  - Ensures that files with non-issued subpoenas are pulled in advance and ensures that subpoenas will be printed prior to trial.
  - Completes and processes all necessary documentation and reviews files/briefs to make sure all relevant documentation is included.
  - Processes legal opinion memos for the Chief Crown Prosecutor.
  - Vets files for additional disclosure, pre-sentence reports and/or Forensic Assessment and Outpatient Services (FAOS).
  - Assists in the preparation and organization of court documents such as Trial Books, Exhibit Books, and Sentencing Authorities.
  - Tracks and follows appropriate procedures for warrants and bring forward of these files, adhering to the warrant policies and procedures.

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**2. Problem solves and researches information when required.**

**Activities:**

- Searches and obtains missing documentation and information on correspondence sent from police agencies and defence counsel.
- Utilizes the Justice Online Information Network (JOIN) to verify charges, court dates, and locations.
- Utilizes PRISM and Prosecutors electronic file system known as Criminal e File.
- Compiles specific cases and relevant information from Quicklaw, Criminal Code and Internet sites when requests are received from the Crown Prosecutor regarding charges, sentences, statutes, and regulations.
- Accesses Criminal Code, various JOIN menus and Internet sites when requests are received from the police and the public regarding charges, wording of charges and/or procedures and assesses if information can be disclosed without breaching confidentiality or affecting sensitive issues.

**3. Liaises and communicates effectively with various internal parties and external stakeholders.**

**Activities:**

- Provides and obtains information from defence counsel, Court Services staff, law enforcement, other outside agencies, the general public, and internal parties.
- Responds to requests for disclosure that are received by hard copy from the accused or defence counsel.
- Composes letters and memoranda and answers routine correspondence.
- Liaises with law enforcement agencies regarding Section 490 C.C. (Detention of Things Seized) applications.
- Disseminates/shares information to ensure that knowledge management principles are implemented.

**4. Performs a variety of other office administration duties.**

**Activities:**

- Maintains Crown calendars for trial matters.
- Develops and maintains spreadsheets for Crown schedules.
- Troubleshoots computer problems.
- Ensures office equipment is properly maintained by arranging professional servicing when required and that the machines have adequate paper and toner.
- Drafts forms and documents for internal use.
- Attends team meetings to discuss issues pertaining to the Unit and prepares minutes of these meetings, as required.
- Maintains electronic filing system in the Unit in accordance with E-Crim guidelines.
- Other related duties.

**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](#)).

Administrative and legal services provided by the incumbent ensure prosecutors go to court prepared. This is achieved by providing the best possible service to the Crown Prosecutors, Provincial Court & the Court of Kings Bench, defence counsel, stakeholders and the general public.

This position works within the policies and procedures of the Alberta Crown Prosecution Service. An error could result in bringing the administration of justice into disrepute. Charges could be dismissed for lack of prosecution or cases adjourned and costs could be found against the Crown.

**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.

Graduation from a legal secretarial program and extensive related experience or equivalencies.  
Legal Assistant Diploma is considered an asset.  
Knowledge of the Criminal Justice System  
Knowledge of the Criminal Code and the Rules of Court  
Knowledge of the Youth Criminal Justice Act  
Knowledge of the Freedom of Information and Protection of Privacy Act.  
File management skills  
Proficient with Microsoft Word, Excel, JOIN, PRISM , and Criminal eFile as asset  
Oral and written communication skills  
A strong organizational ability and attention to detail  
Problem solving skills  
Ability to work independently using sound judgment

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

Position communicates and/or responds to legal enquiries from Crown Prosecutors, Court Services staff, witnesses, law enforcement agencies and the general public as directed by the Deputy Chief Crown Prosecutor.

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

This position has no supervisory responsibilities.

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