

Working Title

Corporate Registry Specialist

Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry
			Service Alberta

Present Class	Requested Class
PS2	

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 Non-Management Job Description Writing Guide Pages 7-8).

In the role of a Corporate Registry Specialist is to:

- Provide consultation, direction and performance monitoring of accredited professionals in the private sector to ensure information entered into the Corporate Registry System (CORES) meets the legislative requirements of the (*Business Corporations Act*) and the (*Partnership Act*).
- Complete examination and entry of non-profit filings under the *Societies Act*, the (*Religious Societies' Land Act*) and the (*Companies Act*).
- Provide support and assistance to the volunteer/non-profit sector related to various filings under the (*Societies Act*), the (*Religious Societies' Land Act*) and the (*Companies Act*).
- Provide help desk support to resolve technical and business problems experienced by Registry Agents and the 2000+ users of the CORES system.
- Complete complex/precedent setting filings and provides advanced business support in a consulting and liaison role between internal and external end users, the business community and systems groups.
- Maintain user ID investigates billing discrepancies.
- Provide user acceptance testing of technological upgrades/enhancements to the Corporate Registry (CORES) and ROL delivery mechanisms.

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 3-6 activities should be described (see Writing Guide Pages 9-10).

- 1. To protect the integrity of the Corporate Registry System (CORES), completes performance monitoring of filings completed by accredited professionals in strict adherence to legislative requirements, policy and performance standards. Activities**
 - Using an in-depth knowledge of the (*Business Corporations Act*) and Regulation, the (*Partnership Act*) and Regulation, the Specialist conducts audits and analyzes random samples of work and exception reports; reviews and analyzes work completed by private sector service delivery agents (which includes both the Registry Agent Network and the legal community) to confirm quality and adherence to legislation and to identify deficiencies in the performance of these accredited professionals.
 - Evaluates and recommends appropriate corrective measures for deficient filings and also recommends appropriate action for poor performance by accredited professionals, in accordance with legislative guidelines specified in the Corporate Registry Document Handling Procedures Regulation.
 - Takes appropriate corrective action after a thorough analysis of the nature of a filing error taking into account the legislative authority that governs the filing. Consequences of failure to properly identify and correct filing errors can include serious consequences to the corporation as well as public confusion.
- 2. Directly provide examination and registration of non-profit transactions to members of the Alberta non-profit community**

Activities:

 - Examines and processes non-profit incorporations, object amendments, bylaw/article amendments, etc., adhering to the

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Societies Act, Companies Act, and the Religious Societies 'land Act and their associated regulations

- Identifies deficiencies in the documentation and liaises with the submitting parties to obtain outstanding filing requirements.
- Provides knowledgeable advice to the non-profit community regarding required filing requirements.

3. Business and technical help desk support to Registries On-Line subscribers accessing the Corporate Registry application.

Activities:

- Assists subscribers with connectivity issues that are technical in nature.
- Researches and provides solutions to various error messages experienced by subscribers.
- Provides knowledgeable advice to Corporate Registry clients on both search and registration issues which requires an in-depth knowledge of Corporate Registry business rules and governing legislation.
- Provides assistance to ROL subscribers and Registry Agents on connectivity and ROL contract issues.

4. Complete complex and precedent setting filings not contracted to private sector service providers.

Activities:

- Utilizing a comprehensive knowledge of the Acts and policy, conducts a thorough investigation and analysis of complex filings that often include Court Orders and requires liaison with the legal community and other jurisdictions.
- Completes a thorough examination, including consultation with Legal Services when warranted, of the representation of parties in dispute (e.g., corporate name disputes) and provides recommendations to the Supervisor, Manager, Director and Registrar of Corporations.
- Examination and verification of compliance with legislation, client liaison, and system updates related to filings under the Societies Act, the Companies Act and the Religious Societies 'Land Act.

5. Maintains user IDs.

Activities:

- Resets for password violations.

6. Identifies CORES problems and recommends system enhancements to optimize the capabilities of the system and make the system more responsive to user needs.

Activities:

- Identifies and prioritizes system problems and enhancements and conducts thorough acceptance testing of those system adjustments to ensure required results are achieved.
- Participates on committees and workshops as a business expert to provide recommendations for the best possible system upgrades without compromising data integrity or legislative requirements.
- Acts as a project leader to develop test plans and coordinate acceptance testing of new system functionality within given deadlines.

7. Provides support to internal and external stakeholders of CORES.

Activities:

- Serves as first level support for internal users of CORES e.g., Consumer Services, Registry Services, other Ministries
- Serves as first level support for the most complex business issues from outside users that include law firms, registry agents, and other government users.
- Provides business expertise respecting the ongoing updates to the CORES Policy and Procedures Manual.
- Provides interpretation of legislated filing requirements for Corporate Registry transactions to external users

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

Corporate Registry:

In the performance monitoring of 2,000+ accredited professionals in the private sector, the Corporate Registry specialists

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

provide leadership, direction and assessment of their corporate filings to preserve the integrity of information in CORES. Errors on CORES can have severe consequences to a corporation or its shareholder (e.g., implications, adverse effects to shareholders of incorrectly structured share capital). Accredited professionals include law firms, registry agents and other government departments performing specialized filings.

Corporate Registry registrations generate several millions of dollars in revenue through the searching and registration of in excess of one million transactions annually.

CORES facilitates 104 separate transaction types under 10 pieces of legislation in support of 400,000 active provincial, national and international corporate, partnership and non-profit entities.

Registries On-Line:

Initial set up and ongoing maintenance of subscriber IDs.

Analysis and resolution of technical issues including connectivity problems and error messages for 2000+ ROL subscribers. ROL subscribers conduct in excess of one million transactions per year resulting in several millions of dollars in revenue.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

- A comprehensive knowledge and understanding of all relevant statutes, legislation and filing requirements
- An ability to respond knowledgeably to ROL subscriber calls regarding the Corporate Registry application (CORES) and various connectivity/contract issues.
- Effective computer literacy including familiarity with web browser technology, office automation software, related hardware, and basic understanding of telecommunications terminology.
- Proficiency in the use of various word processing tools and spreadsheet software.
- Ability to work independently; attention to detail, excellent analytical and organizational skills.

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

This position does not supervise staff.

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

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, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.