

**Job Class Profile: Legal Secretary****Pay Level: CG-26 Point Band: 490-533**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	4	2	4	3	2	3	1	2	
Points	187	67	13	19	90	43	62	21	21	523

**JOB SUMMARY**

The Legal Secretary is responsible to provide legal secretarial and administrative support to a Crown Attorney or a legal administrative division.

**Key and periodic Activities**

- Prepares files for court cases from information provided by the RCMP, RNC and other Provincial and Municipal Enforcement agencies and maintains the court schedule by entering all necessary information.
- Liaises daily with policing agencies, solicitors, court staff, victim services, probation services and the general public providing information regarding scheduling court appearances.
- Performs administrative functions of a confidential nature in support of the Director, legal counsel and staff of a legal administrative division.
- Prepares routine correspondence from brief instructions, types legal forms and documents as required and arranges for services as required.
- Organizes files in accordance with the Provincial and Supreme Court dockets for the Crown Attorney in preparation for court appearances. Ensures disclosure has been vetted and is prepared for distribution to defence counsel or their clients.
- Maintains the office library by updating research materials.
- Prepares concluded files by completing the appropriate forms, updating database and arranging shipment of boxes.

**SKILL****Knowledge****General and Specific Knowledge:**

- Knowledge of typical business application software and office equipment.
- Knowledge of the criminal code and justice system.

**Formal Education and/or Certification(s):**

- Minimum: 2 year post secondary diploma in Office Administration.

**Years of Experience:**

- Minimum: 1-2 years of related work experience.

**Competencies:**

- Ability to operate office equipment and maintain records.

- Ability to type and prepare legal forms and documentation.

### Interpersonal Skills

- Requires a variety of interpersonal skills to interact with individuals both within the organization and outside the organization (i.e. the general public and various law enforcement agencies). Interactions are often of a sensitive and confidential nature when dealing with victims and witnesses involved in the legal process.
- Communications occur with enforcement and policing agencies, lawyers and related personnel with regard to the legal procedures and scheduling of court cases.
- The most significant contacts include interactions with policing agencies who provide the files for prosecutions; with lawyers regarding these files and Victim Service workers, Probation Officers and court personnel regarding court appearances.

## EFFORT

### Physical Effort

- Work demands occasionally result in fatigue requiring periods of rest. While work is not physically demanding in regards to heavy lifting there is a requirement to box files and often lift such boxes which may necessitate using a step ladder or step stool to retrieve files from shelving units. Files generally weigh less than 10 lbs. and occasionally file boxes weigh 10 to 25 lbs.
- There is constant computer use and sitting for long periods of time while entering information or preparing documents however, there is regular opportunity to stand and walk about.

### Concentration

- **Visual** concentration is required to enter the outcome of court appearances and to ensure that the information entered is accurate and up-to-date requiring. This activity also places the work under **time pressures and deadlines**.
- **Auditory** concentration is required to listen carefully to carry out instructions. Occasionally there is a requirement to transcribe recorded statements, often of poor quality, requiring keen hearing and **higher than normal levels of attentiveness**.
- Files have to be prepared and organized for scheduled first appearance dates for court. Often, policing agencies have to be reminded that files for matters on the court docket have not been forwarded which results in last minute efforts to obtain the files. Preparation and service of legal documents have specified **deadlines** and time frames.

### Complexity

- Work typically involves a series of tasks and activities that are similar/related in terms of the skills and knowledge used and where the tasks are usually well defined.
- Work is typically governed by specific procedures and guidelines, other references or specific instructions. Crown Attorney's are generally available to provide direction when required but at times position must exercise some independent judgment when completing assignments.

## RESPONSIBILITY

### Accountability and Decision-Making

- Work tasks and activities are highly monitored and controlled.

- All tasks from ordering supplies to entering information are guided by procedures to ensure uniform and consistent practice across the province.
- There are detailed instructions for various situations.
- There is some discretion and judgement in replying to telephone calls and TRIM applications.

#### **Impact**

- Impacts generally affect the immediate work area, the department and groups/individuals outside the organization.
- Work activities impact equipment, processes and systems, information, human resources and corporate image.
- Work actions contribute to the effectiveness of the process and errors could result in a waste of court time and resources.
- As work tasks and activities are highly monitored and controlled, errors will generally be detected quickly resolved.

#### **Development and Leadership of Others**

- Not responsible for the supervision of staff and do not have any formalized development and leadership responsibilities.

### **WORKING CONDITIONS**

#### **Environmental Working Conditions**

- Work does not require taking any special precautions or wearing safety equipment.
- Typically works in an office environment and is exposed to occasional glare from the computer and distractions.