

# JOB DESCRIPTION

Benchmark Job #113

Ministry: Attorney General  
Branch: Criminal Justice  
Location: Kamloops

Working Title:  
Level:  
Classification:

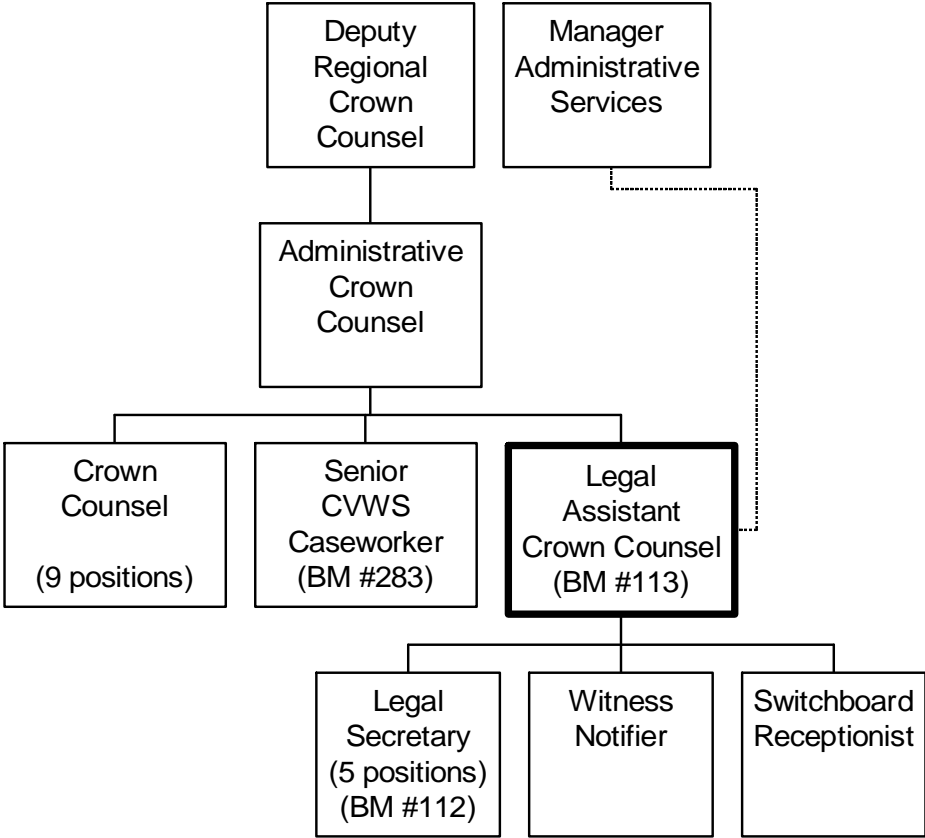
**Legal Assistant - Crown Counsel**  
Range 14  
Administrative Officer

## PRIMARY FUNCTION

Provides legal assistant, financial, human resources and general administrative services to local Crown Counsel and satellite offices.

## JOB DUTIES AND TASKS

1. Provides legal assistant services to Crown Counsel
  - a. provides legal assistant services to Crown Counsel on sensitive prosecutions by searching reference books, statutes, appeals decisions, etc. and identifying case authorities on procedural, evidentiary and sentencing issues
  - b. provides advice and guidance to legal secretaries on legal precedent, procedures and requirements and responds to escalated difficult cases
  - c. obtains documents (e.g., criminal records, psychiatric/medical/legal reports) needed to prepare cases for trial
  - d. indexes case authorities in law library records and Quick Law database
  - e. develops and maintains precedent systems and advises Crown Counsel staff on their use
  - f. compiles trial books/disclosure or particulars and organizes Crown files, documents/exhibits and Books of Authorities for use at trial
  - g. drafts and arranges for filing of legal and service documents (subpoenas, Affidavits, Wiretap Applications)
  - h. keeps informed on matters before the courts and updates trial, hearing and appeal lists to ensure case deadlines are met
  - i. responds to enquiries on the criminal justice system or court cases from various groups (public, witnesses, etc)
  - j. ensures records are closed, notes dispositions and updates files and precedent records on completion of trials
  - k. deals with upset and/or hostile clients referred by front counter staff
2. Coordinates Witness Management Program for Provincial and Supreme Court
  - a. sets up interviews for witnesses prior to court and makes travel/hotel and other arrangements
  - b. establishes and maintains invoice verification system for witness expenses
  - c. ensures confidentiality and protection are arranged for vulnerable witnesses
  - d. locates reluctant, hostile or missing witnesses and arranges for service of subpoena
  - e. determines eligibility, estimates and authorizes witness expenses such as cash advances and travel expenses
3. Performs financial, material and general administrative functions
  - a. provides cost data on resource requirements, monitors expenditures and identifies budget variances
  - b. assesses facilities, equipment, telecommunications and information systems needs, coordinating purchases, installation and repair and arranges for disposal of surplus assets
  - c. arranges contracting of ad hoc legal counsel by preparing approval requests and retainer contracts
  - d. oversees the verification, audit and processing of accounts payable and travel expenses
  - e. approves payment for office supplies and exercises purchasing authority for VISA expenditures
4. Supervises legal secretaries and administrative support staff
  - a. recruits, interviews and selects staff of 7 FTEs
  - b. orients staff and plans and implements job training
  - c. develops work plans, standards and priorities and assigns/coordinates work
  - d. establishes performance standards, appraises employee performance and takes disciplinary action
5. Participates in special projects
  - a. assists the Administrative Crown Counsel and Regional Manager, Administrative Services in the planning/implementation of new projects such as Criminal Caseflow Management Rules
  - b. identifies the need for and develops and implements new/streamlined administrative procedures



## REASON FOR CLASSIFICATION

Benchmark Job #113

Job Title: Legal Assistant – Crown Counsel

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand the goals and objectives of the Criminal Justice System and Branch programs to provide legal assistant services to Crown Counsel on sensitive prosecutions and provide advice and guidance to legal secretaries on escalated cases and issues.</p>	F	190
2	<p><b>MENTAL DEMANDS</b> Judgement to apply structured study and analysis of file material such as criminal records and medical reports and relevant case authorities and choose an approach using a combination of accepted legal procedures and terminology to provide legal assistant services to Crown Counsel.</p>	E	150
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b> Persuasion required to use basic counselling skills to discuss and explain employee performance problems with workers and provide advice for improvement.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Moderate coordination and dexterity required to use a computer to produce a variety of court documents with some requirement for speed to meet deadlines.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by general procedures or instructions, selects alternative courses of action to provide legal assistant services, prepare court documents, coordinate administrative staff and coordinate the Witness Management Program.</p>	D	75
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Moderate financial responsibility to provide cost data for input to budgets, determine eligibility and estimate and authorize witness expenses, such as cash advances and travel expenses.</p>	D	22.5
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Considerable responsibility to control processes that ensure the content and quality of legal documentation prepared by unit staff meet court standards.</p>	E	33

## REASON FOR CLASSIFICATION

Benchmark Job #113

Job Title: Legal Assistant – Crown Counsel

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise support staff, appraise employee performance and take disciplinary action (7 FTEs).	DF	21
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Limited care and attention to calm and reassure witnesses who may be upset and deal with upset/irate clients.	B	10
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused sensory concentration to frequently visually focus on screen to produce a variety of legal documents and letters.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently keyboard with speed and accuracy to produce a variety of legal documents and letters.	C	12
12	<b>SURROUNDINGS</b> Exposure to regular unpleasant dealings with upset witnesses, clients and public.	B	4
13	<b>HAZARDS</b> Moderate exposure to hazards from regular possibility of physical violence from hostile witnesses in Crown Counsel office.	C	6

**Total Points: 595.5**

**Level: Range 14**