

# JOB DESCRIPTION

## Benchmark Job #112

Ministry: Attorney General  
Branch: Criminal Justice  
Location: Kelowna

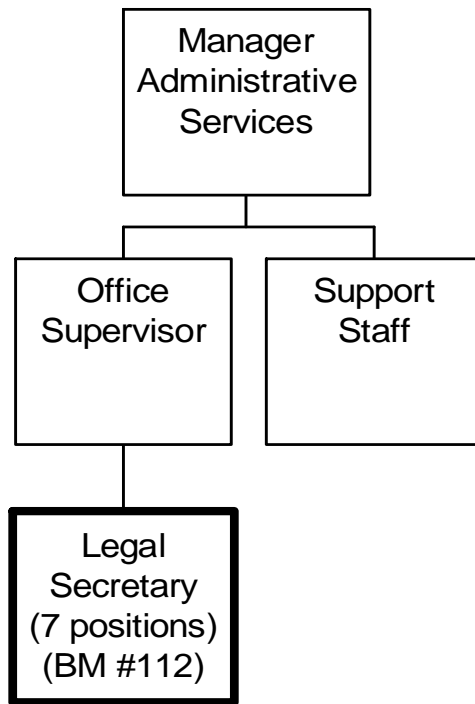
Working Title: **Legal Secretary**  
Level: Range 11  
Classification: Clerk Stenographer

### PRIMARY FUNCTION

To provide administrative, secretarial and legal assistant services to Deputy Regional and Administrative Crown Counsels.

### JOB DUTIES AND TASKS

1. Provides administrative services for Crown Counsels
  - a. opens, updates, maintains, indexes and assembles hard copy and computerized files and records
  - b. searches, obtains and compiles medical/legal reports, criminal records, psychiatric reports, transcripts, statements and other information necessary to prepare case files for trial
  - c. keeps up-to-date on matters before the courts including updating lists of trials, hearings and appeals before the courts
  - d. searches files to compile witness and exhibition lists
  - e. notifies and denotifies civilian and police witnesses by subpoena, telephone or by other means; explains legal rights and responsibilities with witnesses
  - f. obtains information and responds to enquiries from Ministry officials, legal counsel, Judiciary, RCMP, other levels of government, etc.
  - g. reviews files and ensures required documentation is received in advance of court date
  - h. maintains bring forward system for court case deadlines and related administrative matters
  - i. removes unnecessary materials from files upon completion of trials, hearings and appeals ensuring that nothing which may be required in the event of an appeal is lost
  - j. ensures records are closed out, notes dispositions, and updates precedent records and files
  - k. responds to general enquiries relating to court cases from the general public, witnesses and the accused
  - l. makes particulars available to defense counsel ensuring witness confidentiality
  - m. initiates correspondence generated by case files such as requests for information, business records checks, death certificates, etc.; composes routine correspondence on legal matters
  - n. obtains statements and other court documents
2. Provides legal assistant and secretarial services to Crown Counsel
  - a. drafts various legal documents such as Affidavits, appeal documents, Indictments, Subpoenas and Admissions of Fact on a computer
  - b. files praecipe with criminal registry to set trial dates, hearings, adjournments and removals etc.
  - c. advises law enforcement agencies on procedures for servicing documents within time limitations
  - d. keyboards various confidential material such as Affidavits, Applications, Orders, letters, memoranda and reports from hand-written notes and/or dictation machine
  - e. arranges appointments for Crown Counsel with witnesses and defense counsel
  - f. ensures proper presentation of materials for higher court levels and files court documents in registries
3. Performs other related duties
  - a. provides formal training to junior staff on legal procedures
  - b. compiles statistics on court cases as required
  - c. orders and maintains office and law library books and supplies



## REASON FOR CLASSIFICATION

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Job Title: Legal Secretary

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand and apply the accepted methods of civil and criminal law processes to provide administrative, secretarial and legal assistant support to Crown Counsel and to search, compile, index and assemble statements, records, transcripts and reports for court files.</p>	E	145
2	<p><b>MENTAL DEMANDS</b> Judgement to assess court requirements and choose an approach using a combination of accepted court procedures and legal terminology to draft court documents, search and compile statements, reports and documents to prepare legal files for trial.</p>	D	100
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b> Discretion required to exchange information needing an explanation of legal rights and responsibilities with witnesses testifying in court.</p>	C	30
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Significant coordination and dexterity required to use a computer to produce legal documents and letters with speed and accuracy.</p>	D	22.5
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by specific procedures, select a course of action to complete assignments using previous instruction to provide legal assistant support to Crown Counsel, search out, compile, index and assemble relevant documentation for court files, prepare correspondence and legal documents and monitor time limits to ensure cases are not lost or delayed.</p>	C	50
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> No financial responsibility.</p>	A	5
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Moderate responsibility to set up and maintain a project information system of legal case files and administrative files.</p>	C	15

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to provide formal training to junior staff on legal procedures.	B	9
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Responsibility for own well-being and safety in a low risk environment.	A	5
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused sensory concentration to frequently visually focus on source documents.	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 office setting with minimal disagreeable elements.	A	2
13	<b>HAZARDS</b> Limited exposure to hazards from frequent keyboarding.	B	4

**Total Points: 411.5**

**Level: Range 11**