

# JOB DESCRIPTION

## Benchmark Job #112

Ministry: Attorney General  
Branch: Criminal Justice  
Location: Kelowna

Working Title:  
Level:  
NOC Code:

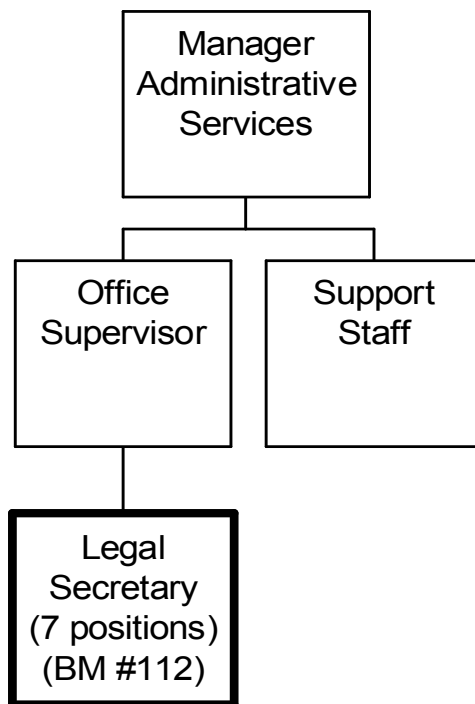
**Legal Secretary**  
Range 11  
1242

### 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 typewriter or word processor
  - 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

Benchmark Job #112

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 word processor 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

## REASON FOR CLASSIFICATION

Benchmark Job #112

Job Title: Legal Secretary

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**

# JOB DESCRIPTION

## Benchmark Job #012

Ministry: Attorney General  
Branch: Court Services  
Location: Victoria

Working Title:  
Level:  
NOC Code:

**Court Clerk, Divorce and Family**  
Range 11  
1443

### PRIMARY FUNCTION

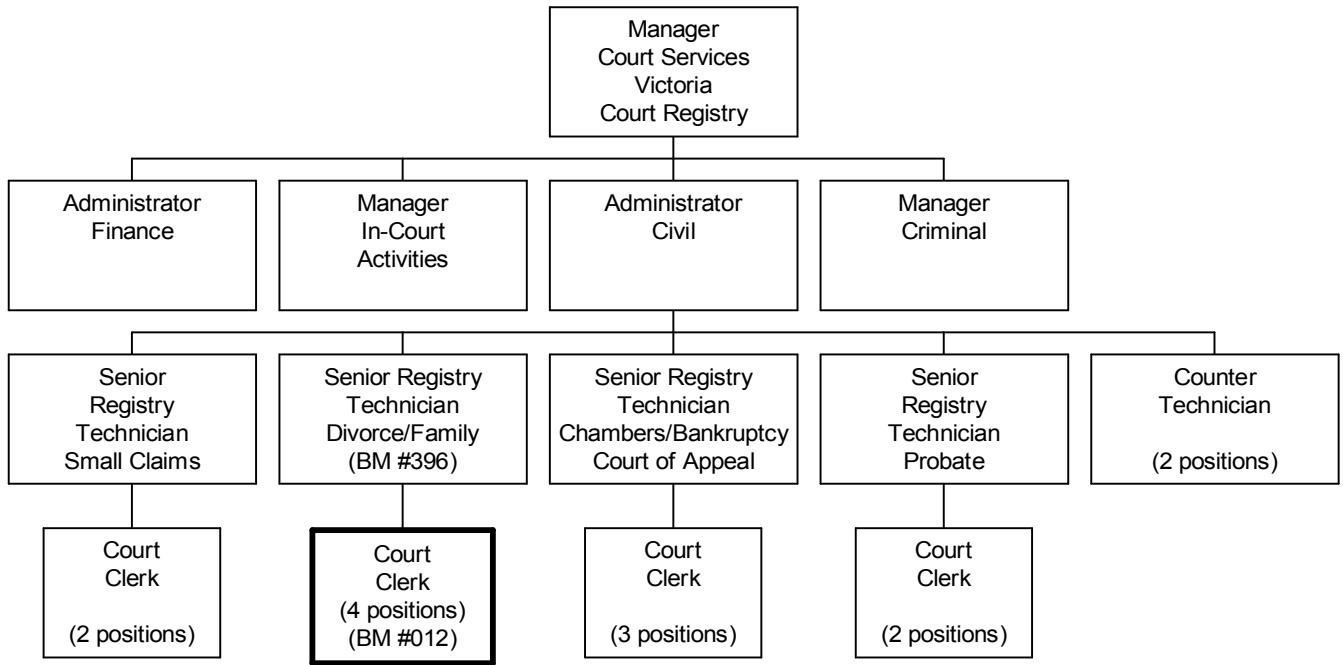
To provide Divorce and Family counter service and court clerk duties.

### JOB DUTIES AND TASKS

1. Provides counter service to a wide variety of clients
  - a. reviews legal documents and associated filings for conformity and compliance with procedures and rules of court
  - b. accepts documents and enters appropriate filing fees in a computerized accounts system and issues receipts or returns documents that are incorrect/incomplete with an explanation
  - c. answers enquiries from the public, members of the bar and filing agents on procedural steps and options and on completing forms and documents
  - d. provides factual information on court cases
  - e. issues certified copies of orders
  - f. prepares documents and forwards to Deputy District Registrar or Justice of the Peace for signature
  - g. completes and/or signs documents related to decisions made by the Justice of the Peace
  - h. signs documents as complete and accurate as delegated by the Deputy District Registrar such as Certificates and Garnishing/Desk Orders
  - i. swears Affidavits as a Commissioner for taking Affidavits in the Province of B.C. on court related documents
2. Performs pre-court duties
  - a. prepares courtroom and equipment; pulls and checks files for completeness and accuracy, obtains other documents required for court and reviews the history of the file to respond to inquiries raised in court
  - b. reports to the Judge prior to court commencing to receive pre-trial instructions and deliver court lists, pre-sentence reports, transcripts, trial records and other court documents
  - c. confirms and coordinates attendance of all parties and copies and distributes court documentation
3. Provides in-court duties
  - a. operates recording equipment and monitors court proceedings
  - b. calls the cases, reads the charges, takes pleas, takes re-elections, administers oaths or affirmations
  - c. endorses Informations and courtlists, enters proceedings on trial record sheets, endorses chambers sheets, records names of persons in attendance and the outcome of cases
  - d. marks, logs and secures all exhibits entered into court proceedings
  - e. clerks jury selection, administers oaths and affirmations to the jurors, takes and records a verdict
  - f. enters information into automated computer system about court events as they happen in court
4. Performs post-court duties
  - a. returns exhibits and cancels warrants
  - b. prepares court documents; explains Court Orders to offenders; and signs orders and warrants of remand and committal
  - c. advises the trial coordinator of the status of files; and files completed tapes and log sheets
  - d. checks files for completeness and accuracy; purges completed court files; and types and distributes court documents
  - e. orders transcripts; completes hearing fee documentation; prepares invoices; and processes file transfer
5. Performs other related duties
  - a. compiles and submit statistical data on a monthly basis and performs file searches

ORGANIZATION CHART  
Benchmark Job #012

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## REASON FOR CLASSIFICATION

Benchmark Job #012

Job Title: Court Clerk, Divorce and Family

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand and apply the accepted methods of criminal and civil processes and court systems to provide counter service within the registry; accept/return documents with an explanation; provide court services such as swear in witnesses, control exhibits, clerks jury selection, fix trial dates, organize daily trial schedule and cancel warrants.</p>	E	145
2	<p><b>MENTAL DEMANDS</b> Judgement to assess various legal documents and court requirements and choose an approach using a combination of accepted procedures, and terminology to provide counter services within the registry; organize court activities, jurors and exhibits and reorganize schedules to meet changing circumstances.</p>	D	100
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b> Discretion required to exchange information needing an explanation of court procedures, court orders, legal terminology and why documents are rejected with the general public, legal profession, filing agents, ministry staff, and offenders.</p>	C	30
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Moderate coordination and dexterity required to operate computer to update files on automated systems, produce correspondence and court documents with some requirement for speed and accuracy.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by specific procedures, selects a course of action to complete assignments using previous instruction to review applications for completeness and accuracy, accept or return applications, provide counter services within the registry and/or court clerk duties.</p>	C	50
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Some financial responsibility to collect filing fees and court fees and determine and bill counsel for court costs from a schedule.</p>	C	15
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Significant responsibility to control the quality of data on registry files which is used for legal purposes.</p>	D	22.5

# REASON FOR CLASSIFICATION

Benchmark Job #012

Job Title: Court Clerk, Divorce and Family

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Limited responsibility for human resources to provide informal orientation or informal explanation to other workers.	A	5
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Limited care and attention to calm upset clients and public.	B	10
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused sensory concentration to frequently listen to clients in order to answer questions about legal documents and court proceedings.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently stand at front counter to attend to clients.	C	12
12	<b>SURROUNDINGS</b> Exposure to frequent unpleasant dealings with upset clients and public.	C	6
13	<b>HAZARDS</b> Limited exposure to hazards from occasional exposure to possibility of physical violence from angry clients.	B	4

**Total Points: 426.5**

**Level: Range 11**

Ministry: Attorney General  
Branch: Land Titles  
Location: Kamloops

Working Title:  
Level:  
NOC Code:

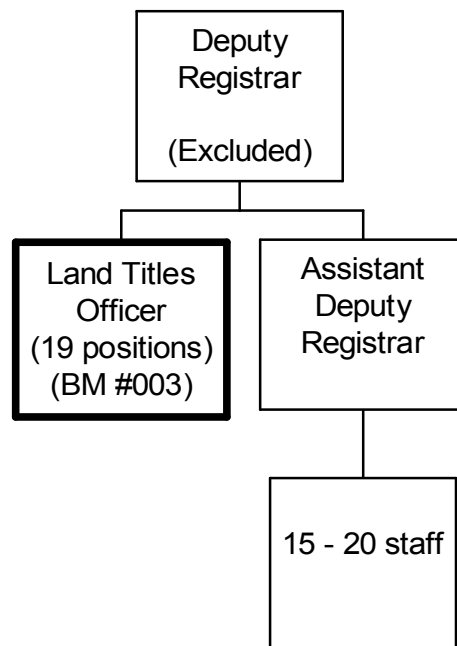
**Land Titles Officer**  
Range 14  
4211

### **PRIMARY FUNCTION**

To determine whether documents presented by an applicant are sufficient to establish an estate or interest in land and examine and rule on the acceptability of all classes of subdivision plans submitted to Land Titles.

### **JOB DUTIES AND TASKS**

1. Examines applications and documents to determine if a good safeholding and marketable title has been established
  - a. examines documents attached to registration applications including debentures, supplemental trust deeds, bankruptcies and foreclosures to determine compliance with applicable guidelines, policies, Acts and regulations
  - b. searches existing documents and records to determine the current state of title to the land in question
  - c. registers applications after establishing that good safeholding and marketable title exists
  - d. processes certificates of pending litigation, caveats and judgements and serves notices by preparing and mailing formal documents
  - e. refers to the Deputy Registrar applications that are precedent setting or require special consideration
  - f. applies the Land Titles Act and numerous statutes and their regulations, legal precedents and general registry guidelines to register land titles transactions
2. Examines and rules on the acceptability of all classes of subdivisions submitted to Land Titles
  - a. examines plans against Surveyor General's Regulations, the Land Titles Act and other relevant legislation and checks that dimensions and areas are within closure limits
  - b. compares plans with existing survey records
  - c. registers various plans such as right of way plans, explanatory plans and by-law plans
  - d. issues titles for newly created lots
3. Communicates with applicants or their agents such as solicitors, notaries public, financial institution managers and surveyors regarding acceptability of applications or plans
  - a. confirms if applications or plans are defective
  - b. requests additional information or evidence necessary to file the applications or plans with the Land Titles Registry
  - c. provides information to BC Land Surveyors, solicitors and notaries public regarding plans held within Land Titles
4. Performs other related duties
  - a. provides direction to support staff in registry procedures
  - b. responds to inquiries in person and over the counter regarding registration of plans and documents
  - c. checks that applicable fees are charged for each application



## REASON FOR CLASSIFICATION

Benchmark Job #003

Job Title: Land Titles Officer

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand the goals and objectives of the land titles program and related legislation to establish an estate or interest in land and rule on the acceptability of all classes of subdivision plans.</p>	F	190
2	<p><b>MENTAL DEMANDS</b> Judgement to apply structured study, analysis and interpretation of land titles legislation such as the Land Titles Act, legal precedents and subdivision plans and choose an approach using a combination of accepted land titles procedures to register land titles and determine acceptability of subdivision plans.</p>	E	150
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILLS</b> Discretion required to exchange information needing an explanation of land titles legislation and practices with parties who are transferring land titles or submitting sub-division plans.</p>	C	30
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Moderate coordination and dexterity required to use a keyboard to input land titles and sub-division plan information on a computer with some requirement for speed to meet legislated deadlines.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by general procedures or instructions, selects alternative courses of action to register land titles transactions by examining and accepting or rejecting titles applications and examining and ruling on acceptability of subdivision plans.</p>	D	75
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Some financial responsibility to determine the appropriate land registration fees owing from a schedule.</p>	C	15
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Considerable responsibility to control processes used to rule on the acceptability of land titles and other legal documents to ensure the quality of land registry and subdivision file data against legal standards.</p>	E	33

# REASON FOR CLASSIFICATION

Benchmark Job #003  
Job Title: Land Titles Officer

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Limited responsibility for human resources to provide informal orientation to office support staff on registry procedures.	A	5
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Limited care and attention to calm clients who are angry or upset because their applications have been rejected.	B	10
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused attention to detail to frequently scrutinize land transaction documents and subdivision plans.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently focus visual attention to view applications, sub-division plans and computer screens.	C	12
12	<b>SURROUNDINGS</b> Exposure to regular unpleasant dealings with upset people.	B	4
13	<b>HAZARDS</b> Limited exposure to hazards from frequent keyboarding.	B	4

**Total Points: 555**

**Level: Range 14**

# JOB DESCRIPTION

Benchmark Job #121

Ministry: Attorney General  
Branch: Court Services  
Location: Duncan

Working Title:  
Level:  
NOC Code:

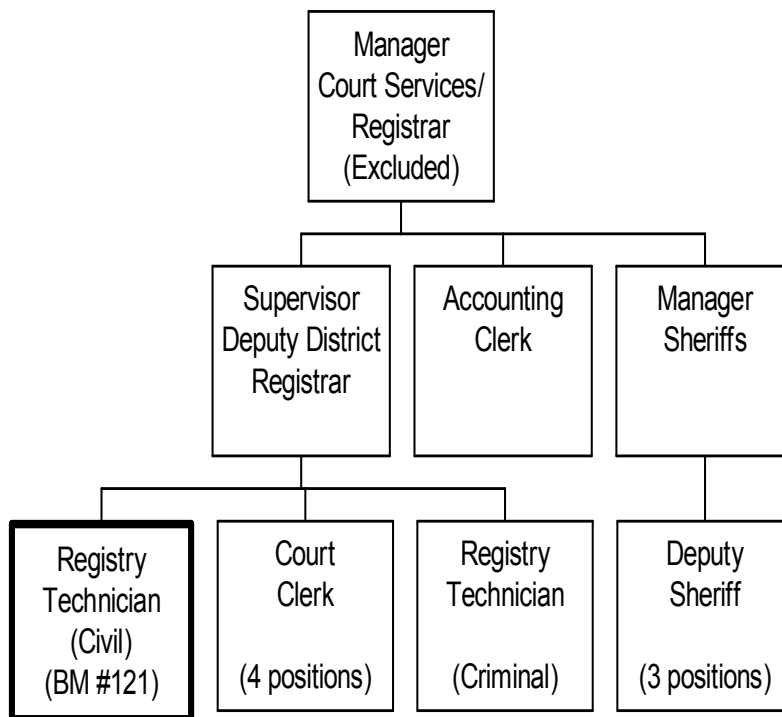
**Registry Technician (Civil)**  
Range 14  
1227

## PRIMARY FUNCTION

To provide technical direction in civil court matters to court clerks, perform counter service and delegated Deputy District Registrar duties in the Supreme Court and Registrar, Small Claims duties in the Provincial Court as delegated by the District Registrar.

## JOB DUTIES AND TASKS

1. Performs quasi-judicial duties of a Deputy District Registrar or Registrar, as delegated
  - a. checks for compliance to court requirements, signs and approves various legal documents such as Default Judgements, Petitions for Divorce, Grants of Probate, Garnishing Orders, Writs of Possession, and Writs of Seizure and Sale
  - b. approves applications for Estates and Desk Orders for Adoptions and Divorces that comply with court requirements, or rejects applications or Desk Orders with an explanation based on legislative or legal requirements
  - c. approves payment out of monies held in court on matters such as Garnishing Orders, Infant Funds, Payments Pursuant to Offers to Settle and Court Orders
2. Provides technical direction to court clerks
  - a. trains court clerks in registry procedures
  - b. provides advice on procedural issues referred by court clerks
3. Performs counter service duties
  - a. receives and checks Supreme, Divorce, Probate, Adoption and Small Claims documents for content, accuracy and compliance with Court requirements
  - b. returns documents that are incorrect or incomplete with an explanation
  - c. opens new files and ensures the correct filing fees have been remitted
  - d. answers enquiries from the public, members of the bar and filing agents on procedural steps and options and on completing forms and documents
  - e. files and records Chambers Applications
  - f. checks, approves and enters Consent Desk Orders or returns Orders that are inconsistent with court decisions
  - g. checks and processes all Chambers Orders and Trial Orders submitted by Counsel at or after the conclusion of the Chambers or Trials
  - h. prepares Supreme Court civil files for transfer to other registries
  - i. receives files from other registries and records incoming files and ensures entry on Chambers or Trial lists
  - j. pulls foreign files, insert initialed orders and arrange for return of file to the originating registry
  - k. approves bonds and forwards to the Public Trustee along with a copy of the Order and the Praecipe
4. Performs other related duties
  - a. administers the procedures for the Protection Order Registry and Firearms Prohibition Registry
  - b. functions as a court clerk as required
  - c. collects, records and distributes statistics for all levels of court



## REASON FOR CLASSIFICATION

Benchmark Job #121

Job Title: Registry Technician (Civil)

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand civil law and the related legislation of Supreme Court Chambers/Civil Small Claims and Family and legal procedures to interpret applications while performing quasi-judicial duties delegated by the District Registrar, such as approving or rejecting applications for Estates or Desk Orders for Adoptions and Divorces based on legislative or legal requirements.</p>	F	190
2	<p><b>MENTAL DEMANDS</b> Judgement to apply analysis and interpretation of applications and choose an approach using a combination of accepted legal procedures and terminology to approve applications such as Grants of Probate, Divorce petitions and Writs of Seizure and Sale, approve Adoption Petitions, determine appropriate processes for completion and sign Orders, Desk Order Applications and Judgements as delegated by the District Registrar.</p>	E	150
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b> Discretion required to exchange information needing an explanation of policy, and various federal and provincial statutes, regulations, rules and precedents to members of the legal profession and general public.</p>	C	30
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Moderate coordination and dexterity required to input court information on computer and use calculator and cash register to collect and record fees using the ARC system with some requirement for speed.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by general registry procedures or instructions, selects alternative courses of action to approve and sign or return, if not in compliance with court requirements, documents such as Petitions for Divorce, Grants of Probate and Writs of Seizure and Sale</p>	D	75
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Moderate financial responsibility to assess information and approve payment out of monies held in court on matters, such as Garnishing Orders, Infant Funds, Payments Pursuant to Offers to Settle and Court Orders.</p>	D	22.5
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Significant responsibility to control the quality of data on registry files which is used for legal purposes.</p>	D	22.5

# REASON FOR CLASSIFICATION

Benchmark Job #121

Job Title: Registry Technician (Civil)

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to provide formal training of staff.	B	9
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Limited care and attention to calm upset clients and public.	B	10
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused sensory concentration to frequently listen to applicants in order to answer questions about legal documents and court procedures.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently focus visual attention on applications and court documents.	C	12
12	<b>SURROUNDINGS</b> Exposure to frequent unpleasant dealings with upset clients and public.	C	6
13	<b>HAZARDS</b> Limited exposure to hazards from occasional exposure to possibility of physical violence from angry clients.	B	4

**Total Points: 558**

**Level: Range 14**

# JOB DESCRIPTION

## Benchmark Job #113

Ministry: Attorney General  
Branch: Criminal Justice  
Location: Kamloops

Working Title:  
Level:  
NOC Code:

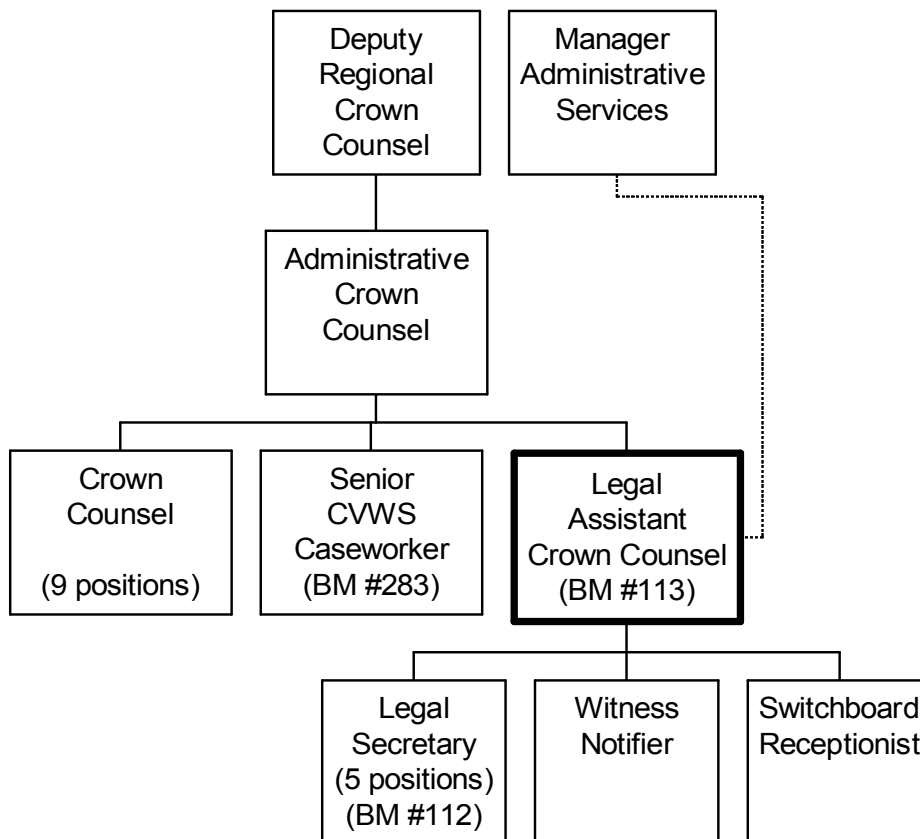
**Legal Assistant - Crown Counsel**  
Range 14  
1242

### 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 word processor 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**

# JOB DESCRIPTION

## Benchmark Job #396

Ministry: Attorney General  
Branch: Court Services (Divorce and Family)  
Location: Victoria

Working Title: **Senior Registry Technician**  
Level: Range 18  
NOC Code: 1227

### PRIMARY FUNCTION

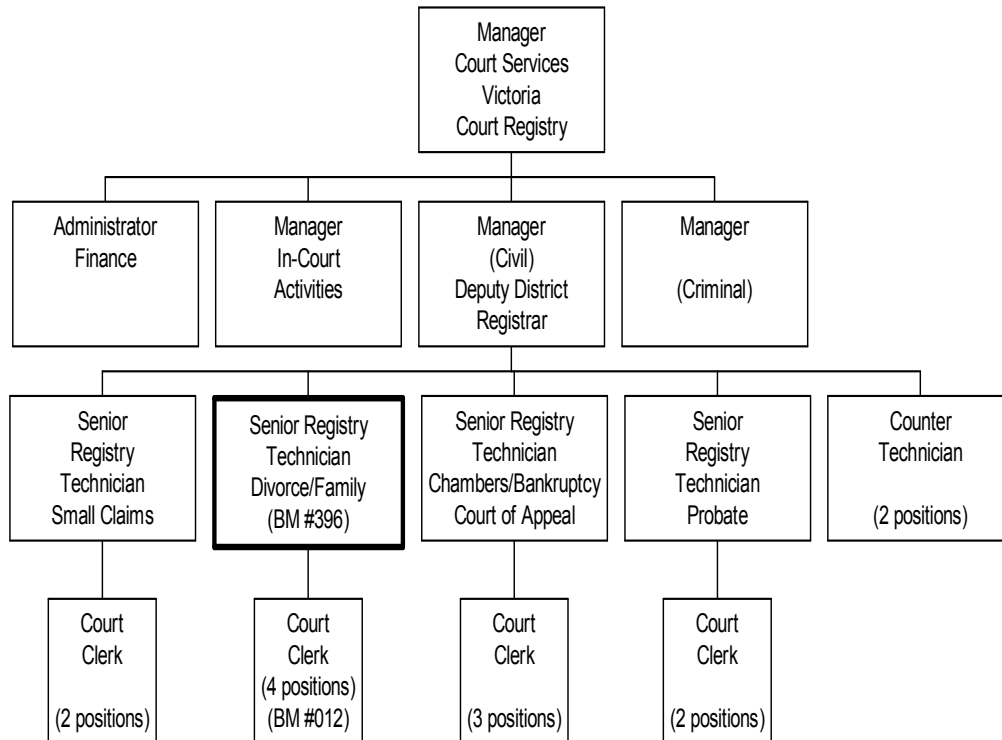
To function as the regional technical resource in Divorce and Family procedures, supervise the Divorce and Family section and perform delegated Deputy District Registrar duties in the Supreme Court and delegated Registrar, Small Claims duties in the Provincial Court.

### JOB DUTIES AND TASKS

1. Functions as the regional technical resource in Divorce and Family procedures
  - a. answers inquiries escalated by regional staff relating to Divorce and Family procedures
  - b. functions as a resource to groups such as provincial committees on the procedural and work load effects of legislative and policy changes
  - c. provides training to regional staff on legislative and procedural changes
2. Supervises Divorce and Family registry staff (4 FTEs)
  - a. supervises staff, including hiring and training
  - b. plans, assigns and reviews work
  - c. sets work priorities and standards
  - d. appraises work performance and takes disciplinary action, if required
3. Performs quasi-judicial duties of a Deputy District Registrar
  - a. checks for compliance to court requirements, signs and approves legal documents such as Default Judgements, Petitions for Divorce, Garnishee Orders, Writs of Possession, and Writs of Seizure and Sale
  - b. approves Petitions for Divorce or rejects Petitions with an explanation based on legislative or legal requirements
  - c. reviews Consent Bills of Cost submitted with Orders and approves by signing as Deputy District Registrar
  - d. approves payment out of monies held in court on matters such as Garnishee Orders, Infant Funds, Payments Pursuant to Offers to Settle and Court Orders
4. Performs Divorce and Family counter service duties
  - a. receives and checks documents for content, accuracy and compliance with Court procedures and returns any documents that are incorrect or incomplete with an explanation
  - b. opens new files and ensures the correct filing fees have been remitted
  - c. answers enquiries from the public, members of the bar and filing agents on procedural steps and options and on completing forms and documents
  - d. files and records Chambers Applications, checks, approves and enters Consent Desk Orders or returns Orders that are inconsistent with court decisions and checks and processes Chambers Orders and Trial Orders
  - e. receives files from other registries and records incoming files and ensures entry on Chambers or Trial lists
  - f. approves bonds and forwards to the Public Trustee along with a copy of the Order and the Praeceptum
  - g. checks all files as they return from court for accuracy and proper process
5. Performs other related duties
  - a. collects, records and distributes statistics for all levels of court
  - b. performs trial coordination duties in Provincial Court on behalf of the Judiciary
  - c. functions as Senior Registry Technician in other program units, as required

ORGANIZATION CHART  
Benchmark Job #396

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## REASON FOR CLASSIFICATION

Benchmark Job #396

Job Title: Senior Registry Technician

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand related legislation to ensure legal processes comply with court rules, Court Orders and Judgements and function as the regional technical resource in Divorce and Family procedures.</p>	F	190
2	<p><b>MENTAL DEMANDS</b> Judgement required to apply structured study of applications and choose an approach using a combination of accepted legal procedures and terminology to review, sign and issue petitions, grants, writs and certificates as delegated by the Deputy District Registrar.</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 input court information on computer with some requirement for speed.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by registry policies, guidelines, court rules and various Acts and legislation, applies accepted work methods in a different way to act as the regional technical resource in Divorce and Family procedures to provide advice and technical direction to regional ministry staff.</p>	E	120
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Moderate financial responsibility to approve payment out of monies held in court on Garnishee Orders, Infant Funds, payments pursuant to Offers to Settle and Court Orders.</p>	D	22.5
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Significant responsibility to set up and supervise the maintenance of the Divorce and Family case files in the registry.</p>	D	22.5

## REASON FOR CLASSIFICATION

Benchmark Job #396

Job Title: Senior Registry Technician

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise staff, appraise employee performance and take disciplinary action (4 FTEs).	DE	20
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Limited care and attention to calm clients who are angry or upset.	B	10
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused attention to detail to frequently read applications and court documents.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently focus visual attention on applications and court documents.	C	12
12	<b>SURROUNDINGS</b> Exposure to frequent unpleasant dealings with upset clients and public.	C	6
13	<b>HAZARDS</b> Limited exposure to hazards from occasional exposure to the possibility of physical violence from angry clients.	B	4

**Total Points: 629**

**Level: Range 18**