

LEGAL ASSISTANT JOB DESCRIPTION		
	Department	Protection and Prevention
	Immediate Supervisor	Legal Counsel
	Location	Sudbury or Manitoulin Island
	Salary Range	In accordance with Salary Scale

OVERVIEW:

The Legal Assistant is responsible to coordinate the provision of legal services as directed by the Legal Counsel. The Legal Assistant will support the coordination of agency legal services by preparing relevant legal documentation and correspondence; conducting legal research; and assisting with trial preparation, or any other tasks as assigned.

DUTIES AND RESPONSIBILITIES:

- Assist counsel by preparing relevant legal documentation;
- Ensure that Court forms are accurate and completed in a timely manner;
- Draft various types of legal documentation, including facta, briefs, affidavits, etc. as assigned by in-house legal counsel;
- Obtain further information where necessary to ensure comprehensive legal documentation is prepared;
- Assemble documentary evidence;
- Draft correspondence;
- Maintain file information in both hard copy and electronic format;
- Prepare summary reports;
- Assist in the completion of secure treatment applications and warrants for apprehension or other agency documentation;
- Assist with the preparation for trials and various legal proceedings and hearings;
- Provide guidance to agency staff regarding Court processes;
- Confirm evidence in consultation with agency staff;
- Prepare witness lists;
- Prepare summary reports when police records are obtained;
- Assist in the preparation for other child welfare and litigation related processes, as above;
- Conduct and report on legal research;
- Acquire and update professional skills and knowledge through participation in training, education, and other professional development sessions and opportunities; and,
- Perform other duties as assigned.

QUALIFICATIONS:

- A Law Clerk, Legal Assistant or Paralegal Diploma.
- Minimum of two years experience working in a legal capacity.
- Ability to speak the Anishinabe language a definite asset.

KNOWLEDGE and SKILLS:

- Knowledge of *the Child and Family Services Act, the Children's Law Reform Act, the Family Law Rules*, other relevant legislation, regulations, Ministry standards, and agency policies and procedures;
- A thorough understanding of the agency's values, service philosophy and objectives;
- Knowledge, respect and practice of the Anishinabe culture a definite asset; demonstrated cultural competency;
- Demonstrated understanding of, and commitment to, integrating the principles of equity, justice, non-discrimination and accessibility into practice, service delivery and team relationships;
- Must have a valid driver's license and possess own vehicle;
- Must be willing to authorize a Vulnerable Sector Check;
- Must be able to communicate effectively in writing and verbally;
- Proficiency in using various computer programs and agency software systems;
- Demonstrated ability to work effectively both independently and within a team;
- Demonstrated problem solving, planning and priority-setting skills;
- Ability to think critically and analyze research information; and,
- Demonstrated ability to manage files and records.

CERTIFICATION - ACKNOWLEDGEMENT OF RECEIPT

<p>_____</p> <p>Employee Signature</p> <p>_____</p> <p>Printed Name Date</p> <p>I certify that I have read, understand, and agree to the responsibilities assigned to the position.</p>	<p>_____</p> <p>Supervisor's Title</p> <p>_____</p> <p>Supervisor's Signature Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____</p> <p>Department Director Date</p> <p>I approve the delegation of responsibilities outlined herein within the context of the attached Organizational structure.</p>	