

Job Description

POSITION:	Law Clerk
ACCOUNTABILITY:	Manager of Legal Services
CLASSIFICATION:	Full-time
DATE APPROVED:	May 27, 2014

JOB PURPOSE

Reporting to the Manager of Legal Services, the Law Clerk is responsible for providing a full and complete range of legal, administrative support services to Child Welfare Supervisors, Front Line Staff and the Legal Department.

KEY JOB FUNCTIONS

Coordination of Legal Requirements:

Ensure completion of all required legal documentation.

- Review draft materials provided by Front Line Workers and Supervisors
- Direct staff where to find information
- Ensure the draft document is in a form and language appropriate for filing with the court
- Assist front line workers in preparing affidavit evidence, warrants to apprehend, tele-warrants, designation of place of safety and affidavit of identifications by reviewing draft materials and/or meeting with workers
- Prepare draft applications, orders and motions for review by the Manger of Legal Services and In-House Legal Counsel
- Develop a database/flagging system to notify Front Line Workers and Supervisors of upcoming court hearings and reporting requirements
- Secure court times as legislated within the Ontario court rules
- Maintain and organize all Agency legal files and continuing records in preparation for upcoming court hearings
- Ensure all required notices, applications, affidavits and procedural motions are completed and ready for filing with the courts
- Assist front line staff, Manger of Legal Services and In-House Legal Counsel with the preparation for trials and contested hearings
- Gather facts and make inquiries to locate all persons that must be served with Notices of Hearing
- Complete an application for Commissioner of Oath and witness required affidavits
- Serve court documents in person, by fax, mail or couriers, or arrange for service
- Complete applications for birth verifications
- Photocopy or scan material, and review and prepare case files for court process or request for disclosure
- Attend court to issue and file documents

Administrative and Clerical Support:

Provide administrative support to Agency Services staff at all levels of courts and tribunals.

- Monitor and manage the administrative workload within legal services utilizing databases and/or processes to accomplish tasks
- Perform clerical functions such as preparing correspondence, faxing, photocopying, scanning, filing, receiving visitors and scheduling conference calls
- Prepare, organize, schedule and document Legal In-House case conference meetings
- Document and prepare minutes for conferences, meetings and committees as required
- Coordinate and organize meetings

Relationship and Team Building:

Work collaboratively and cooperatively at all levels in order to support the use of a family-centered, strengths-based, child-focused practices while assisting families in building their capacities to provide safe and nurturing environments for children.

- Demonstrate behaviors, actions and attitudes that are consistent with Agency vision, mission and values
- Ensure new staff receive a copy of the *Drafting Court Documents* manual
- Ensure appropriate communication and consultation with Supervisor at appropriate times
- Ensure effective and professional communications with all internal and external service providers
- Share information according to privacy and/or confidentiality guidelines
- Work respectfully, positively, professionally and collaboratively with team members

Administration:

Adhere to all Agency policies, procedures and relevant administrative practices.

- Process financial expenditures following policy and procedures
- Review all billing received from Legal Counsel and forward to the Manager of Legal Services for approval
- Ensure confidentiality and safekeeping of all Agency documents and records
- Develop and maintain a detailed work plan of activities
- Develop and maintain accurate, up-to-date and concise work files
- Work in compliance with Occupational Health and Safety Act and any other relevant legislation
- Prepare and submit monthly reports, attendance records and travel expense claims
- Follow the Agency's human resources, finance and other policies and procedures in the performance of duties

Other Duties:

- Other duties as required and assigned

QUALIFICATIONS

Minimum Education

- Legal Assistant diploma or related diploma or degree

Minimum Experience

- Two (2) years' experience in a similar position in a First Nation social services agency

Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Knowledge of First Nation service delivery, customs and traditions in responding to child welfare
- Knowledge of external services and service agencies
- Knowledge of court protocol, court processes and legal documentation

Special Skills

- Excellent interpersonal skills
- Excellent customer service skills
- Excellent written and oral communication skills
- Excellent organizational and administrative skills
- Excellent computer skills
- Ability to attend to detail and work with and develop legal documents
- Ability to take initiative and work independently
- Ability to work within a team environment
- Ability to work with and meet tight timelines in a fast-paced, changing environment
- Ability to work flexible hours
- Ability to manage a high and varied administrative workload of responsibilities on a day-to-day basis
- Ability to work with confidential and sensitive information
- Ability to understand and speak Anishnaabemowin is a definite asset

Other Requirements

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel

WORK SITE LOCATION

The position will be based out of the head office in Batchewana First Nation.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the Law Clerk will typically be in an office setting. The Law Clerk is frequently required to operate a computer, file and retrieve written documents, and work overtime when required or during emergency situations. The physical demands include, but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching and bending. The Law Clerk will be required to travel to meetings within the District.

The administration of an office setting and can be mentally challenging. As a result, this position is more emotionally challenging than physically challenging. There will be extended periods of sitting required when performing administrative tasks and while attending meetings.

Non-physical demands include a work environment where the noise level is usually low to moderate, but may be loud on occasion. The nature of the position may expose the Law Clerk to high levels of tension when dealing with issues.

TECHNOLOGY & EQUIPMENT

Computer, photocopier, telephone, fax machine and cell phones

SUPERVISORY RESPONSIBILITY

The position is not required to supervise any staff.

KEY RELATIONSHIPS

Internal

The position requires interaction with the Manger of Legal Services, Protection and Resource Managers, Investigation and Assessment Workers and Supervisors, Child Welfare Workers and Supervisors, Administrative Assistants and other staff.

External

The Law Clerk will interact with Children's Aid Societies, First Nation child welfare agencies, Tribal Councils, In-House Legal Counsel, other legal counsel, First Nation Chief and Councils, Band Representatives, court personnel and officers, and other agencies involved in child welfare service delivery.

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Nogdawindamin Family and Community Services reserves the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its contents.

Signature of Employee

Date