



IDENTIFICATION

Department	Position Title	
Justice	Staff Lawyer I, Criminal	
Position Number(s)	Community	Division/Region(s)
82-2996	Yellowknife	Legal Aid Commission/HQ

PURPOSE OF THE POSITION

Staff lawyers give legal advice and represent persons accused of a criminal offence, protect and assert their legal rights and interests, and fulfill the obligations imposed by the Charter and the *Legal Aid Act*.

Staff Lawyers employed by the Legal Aid Commission adhere to the Mission of the Department of Justice to protect and promote the rights and safety of all people in the NWT with efficient and responsive justice programs and services.

The Charter of Rights and Freedoms provides that people who have significant interests at stake in the justice system are entitled to state-funded counsel

The Legal Aid Commission is established by the *Legal Aid Act* to provide to qualifying NWT residents authorized legal advice and services

SCOPE

The incumbent will be required to:

- Work under some supervision of senior counsel on cases of moderate and increasing complexity as assigned by the Executive Director.
- Attend court in communities throughout the NWT.
- Complete assignments with some supervision.
- Provide thorough opinions on the merits of applications for legal aid including reference to the relevant law, ensuring that the opinions provide a clear basis for the Executive Director's decision to fund applications.
- Manage client files

RESPONSIBILITIES

1. Provide legal advice and representation to those arrested and charged with criminal offences.
2. Appear for clients at show cause hearings.
3. Act as duty counsel on circuit and/or in Yellowknife to represent accused persons coming before the courts in the Territorial Court and the Supreme Court.
4. Prepare all legal documents required for court applications and motions.
5. Provide opinions to the Legal Aid Commission respecting appeals from conviction and sentence.
6. Give direction to and work with court workers.
7. Properly and effectively administer and document all files and comply with established office procedures.
8. Assist with public legal education as instructed by the Executive Director
9. Other activities as may be directed from time to time by the Executive Director and as are operationally feasible.

WORKING CONDITIONS

Physical Demands

No unusual demands

Environmental Conditions

No unusual demands

Sensory Demands

No unusual demands

Mental Demands

The practice of criminal defense work in the Northwest Territories requires a robust and intentional approach to maintaining personal wellness. Staff lawyers are frequently exposed to factual situations wherein social difficulties are a factor including violence, substance abuse, and mental health issues.

KNOWLEDGE, SKILLS AND ABILITIES

Full working knowledge of and experience in:

- The relevant laws of Canada and the Northwest Territories in particular criminal law.
- Indigenous and northern issues in general and experience in a northern setting and particular experience working with Indigenous clients.
- Working knowledge of and/or some experience in negotiation, mediation, collaboration and/or alternative dispute resolution
- Established experience and recognized ability in criminal law and experience appearing before all levels of Court including the Court of Appeal.

- Ability to work well with other counsel in a close clinic setting and other professionals in the justice system.

Typically, the above qualifications would be attained by:

A Law degree and membership in the NWT bar.

One year of experience as legal counsel practicing full time in the criminal law area and experience working in a legal aid clinic environment is required.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) Intermediate (I) Advanced (A)
READING COMPREHENSION:
Basic (B) Intermediate (I) Advanced (A)
WRITING SKILLS:
Basic (B) Intermediate (I) Advanced (A)
- French preferred

Indigenous language: Select language

- Required
- Preferred



IDENTIFICATION

Department	Position Title	
Justice	Staff Lawyer II, Criminal	
Position Number	Community	Division/Region
82 - 14951	Yellowknife	Legal Aid Commission

PURPOSE OF THE POSITION

The Charter of Rights and Freedoms provides that people who have significant interests at stake in the justice system are entitled to state-funded counsel.

The Legal Aid Commission is established by the *Legal Aid Act* to provide to qualifying NWT residents authorized legal advice and services.

Staff lawyers give legal advice and represent persons accused of a criminal offence, protect and assert their legal rights and interests, and fulfill the obligations imposed by the Charter and the *Legal Aid Act*.

Staff Lawyers employed by the Legal Aid Commission adhere to the Mission of the Department of Justice to protect and promote the rights and safety of all people in the NWT with efficient and responsive justice programs and services.

SCOPE

The incumbent will be required to: Work independently on cases of increasing complexity as assigned by the Executive Director; Attend court in communities throughout the NWT and at all three levels of court; Complete assignments with limited supervision; Provide thorough opinions on the merits of applications for legal aid particularly in the area of criminal appeals including reference to the relevant law, ensuring that the opinions provide a clear basis for the Executive Director's decision to fund applications; Supervise and act as mentor to more junior staff lawyers or as a principal to articling students as directed by the Executive Director; Manage client files.

RESPONSIBILITIES

1. The incumbent is responsible for the following duties:

- Provide legal advice and representation to those arrested and charged with criminal offences of an increasingly serious nature.
- Appear for clients at show cause hearings.
- Act as duty counsel on circuit and/or in Yellowknife to represent accused persons coming before the courts in the Territorial Court and the Supreme Court.
- Prepare all legal documents required for court applications and motions.
- Provide opinions to the Legal Aid Commission respecting appeals from conviction and sentence.
- Give direction to and work with court workers.
- Properly and effectively administer and document all files and comply with established office procedures.
- Assist with public legal education as instructed by the Executive Director
- Other activities as may be directed from time to time by the Executive Director and as are operationally feasible.

WORKING CONDITIONS

Physical Demands

No unusual demands

Environmental Conditions

No unusual demands

Sensory Demands

No unusual demands

Mental Demands

The practice of criminal defence work in the Northwest Territories requires a robust and intentional approach to maintaining personal wellness. Staff lawyers are frequently exposed to factual situations wherein social difficulties are a factor including violence, substance abuse, and mental health issues.

KNOWLEDGE, SKILLS AND ABILITIES

- Law degree and membership in the NWT bar.
- Full working knowledge of and experience in:
 - The relevant laws of Canada and the Northwest Territories in particular criminal law.
 - Indigenous and northern issues in general and experience in a northern setting and particular experience working with aboriginal clients.

- Working knowledge of and/or some experience in negotiation, mediation, collaboration and/or alternative dispute resolution
- Established experience and recognized ability in criminal law and significant experience appearing before all levels of Court including the Court of Appeal.
- Ability to work well with other counsel in a close clinic setting.

Typically, the above qualifications would be attained by:

Law Degree and membership in the NWT Bar combined with three years of experience as legal counsel practicing in the criminal law area, experience working in a legal aid clinic environment and experience in managing other lawyers and support staff.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) Intermediate (I) Advanced (A)
 - READING COMPREHENSION:
 - Basic (B) Intermediate (I) Advanced (A)
 - WRITING SKILLS:
 - Basic (B) Intermediate (I) Advanced (A)
- French preferred

Indigenous language: Select language

- Required
- Preferred



IDENTIFICATION

Department	Position Title	
Justice	Staff Lawyer III, Criminal	
Position Number	Community	Division/Region
82 - 14091	Yellowknife	Legal Aid Commission

PURPOSE OF THE POSITION

The *Charter of Rights and Freedoms* provides that people who have significant interests at stake in the justice system are entitled to state-funded counsel.

The Legal Aid Commission is established by the *Legal Aid Act* to provide to qualifying NWT residents authorized legal advice and services.

Staff lawyers give legal advice and represent persons accused of a criminal offence, protect and assert their legal rights and interests, and fulfill the obligations imposed by the *Charter* and the *Legal Aid Act*.

Staff Lawyers employed by the Legal Aid Commission adhere to the Mission of the Department of Justice to protect and promote the rights and safety of all people in the NWT with efficient and responsive justice programs and services.

SCOPE

The incumbent will be required to: Work independently on cases of increasing complexity as assigned by the Executive Director; Attend court in communities throughout the NWT and at all three levels of court; Complete assignments with limited supervision; Provide thorough opinions on the merits of applications for legal aid particularly in the area of criminal appeals including reference to the relevant law, ensuring that the opinions provide a clear basis for the Executive Director's decision to fund applications; Supervise and act as mentor to more junior staff lawyers or as a principal to articling students as directed by the Executive Director; Manage client files.

RESPONSIBILITIES

1. The incumbent is responsible for the following duties:

- Provide legal advice and representation to those arrested and charged with criminal offences of an increasingly serious nature.
- Appear for clients at show cause hearings.
- Act as duty counsel on circuit and/or in Yellowknife to represent accused persons coming before the courts in the Territorial Court and the Supreme Court.
- Conduct appeals at the Supreme Court and Court of Appeal as assigned by the Executive Director.
- Prepare all legal documents required for court applications and motions.
- Provide opinions to the Legal Aid Commission respecting appeals from conviction and sentence.
- Give direction to and work with court workers.
- Properly and effectively administer and document all files and comply with established office procedures.
- Assist with public legal education as instructed by the Executive Director
- Other activities as may be directed from time to time by the Executive Director and as are operationally feasible.

WORKING CONDITIONS

Physical Demands

No unusual demands

Environmental Conditions

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Sensory Demands

No unusual demands

Mental Demands

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KNOWLEDGE, SKILLS AND ABILITIES

- Law degree and membership in the NWT bar.
- Full working knowledge of and experience in:
 - The relevant laws of Canada and the Northwest Territories in particular criminal law.

- Aboriginal and northern issues in general and experience in a northern setting and particular experience working with aboriginal clients.
- Working knowledge of and/or some experience in negotiation, mediation, collaboration and/or alternative dispute resolution
- Established experience and recognized ability in criminal law and significant experience appearing before all levels of Court including the Court of Appeal.
- Ability to work well with other counsel in a close clinic setting.

Typically, the above qualifications would be attained by:

Law Degree and membership in the NWT Bar combined with five years of experience as legal counsel practicing in the criminal law area, experience working in a legal aid clinic environment and experience in managing other lawyers and support staff.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) Intermediate (I) Advanced (A)
 - READING COMPREHENSION:
 - Basic (B) Intermediate (I) Advanced (A)
 - WRITING SKILLS:
 - Basic (B) Intermediate (I) Advanced (A)
- French preferred

Indigenous language: Select language

- Required
- Preferred