

DESCRIPTIVE WORK TITLE		CURRENTLY APPROVED CLASSIFICATION	CHIPS #
Articling Student		Articling Student	Various
DESCRIPTIVE WORK TITLE OF IMMEDIATE SUPERVISOR		IMMEDIATE SUPERVISOR'S CLASSIFICATION	CHIPS #
Legal Counsel		Legal Counsel 4	Various
MINISTRY	BRANCH	DIVISION	LOCATION
Attorney General	Legal Services Branch	Various	Various

### General Accountabilities and Organizational Structure

The Legal Services Branch (LSB) supports the Attorney General as the legal advisor to the government of British Columbia. LSB ensures that the administration of public affairs is carried out in accordance with the law. All legal services to government respecting civil matters are delivered by or under the supervision of LSB lawyers.

On behalf of the Attorney General, articling students with the Legal Services Branch assist lawyers in discharging the duties and functions assigned to the Attorney General under the *Attorney General Act* including:

- a) ensuring that the administration of public affairs is in accordance with the law;
- b) advising on legislation;
- c) drafting Bills and regulations and advising on parliamentary procedure;
- d) advising ministries of the government on all matters of law connected with the ministries;
- e) undertaking the conduct of all litigation for or against the Crown; and
- f) drafting and settling agreements and documents to be executed by the Crown.

Articling students on rotation through Legal Services Branch are supervised by senior legal counsel and are responsible to the supervisors of the law groups through which they are rotating. Each law group supervisor is a member of the Executive Leadership Team of the Legal Services Branch and is responsible to the Assistant Deputy Attorney General, the Deputy Attorney General, the Attorney General and other Ministers and officials of the Crown.

### Nature and Scope:

The Law Society requires articling students to participate in as many of the practice areas as possible from its official list of practice areas. See Law Society Articling Skills and Practice Checklist at: <http://www.lawsociety.bc.ca/docs/forms/MS-admissions/articling-check.pdf>.

Although articling students are supervised during their articling term, they are expected to work independently and take on responsibilities which are consistent with a lawyer in training. Articling students assist lawyers in providing advice and represent the government in court<sup>1</sup> and before administrative tribunals as required.

A significant portion of an articling student's work involves matters of a confidential and sensitive nature. Articling students are expected to assist lawyers by keeping abreast of and advising on current developments in the law which may affect areas of concern to government, and they may

<sup>1</sup> [Law Society Rule 2-60](#) permits an articling student to provide all legal services that a lawyer can offer, with some exceptions.

be called upon to assist in developing and recommending alternatives and initiating changes in these areas of the law.

Articling students with the Legal Services Branch provide assistance to counsel who are the legal advisors to ministries, boards, commissions or Crown agencies. These students may be required to assist lawyers in reviewing and participating in the preparation of drafting instructions for legislation, regulations, and orders in council prior to requests by government ministries for drafting services and must be able to assist those lawyers in professionally assessing revisions to legislation. The students are responsible for the interpretation of the common law, the preparation and drafting of a wide range of legal documents and process and have sole conduct of small claims files. They may have sole conduct of other minor cases and may conduct negotiations and assist lawyers in conducting negotiations.

Articling students attend in-house Continuing Legal Education sessions (usually 7-8 in an articling year). Students articling at Legal Services Branch are required to learn and follow internal timekeeping procedures with respect to work performed. All students must work closely with their principals, attend PLTC during their articling year, maintain the highest ethical standards as required by the Ministry and the Law Society, and follow the Standards of Conduct required of all employees of the B.C. Public Service. Articling students must be familiar with the duties of an officer of the court and comply with those duties when appearing in court.

The conduct of the students is governed by the Law Society Rules and the Code of Professional Conduct for British Columbia. Articling students must complete security screening clearances, including personal data and criminal records checks.

**Special Accountabilities:**

1. To assist in the delivery of professional legal advice to government;
2. To assist in the provision of prosecution services;
3. To assist government in the development of policy, programs, and legislation;
4. To maintain an actual and informed presence in the areas of law affecting government; and
5. To achieve and maintain high professional standards.