

TITLE: PARALEGAL GROWTH (LSB) (LEVEL 1-2)

CLASSIFICATION: PARALEGAL 14, STEP 3 + 10%

PARALEGAL 15, STEP 3 +10%

CONTEXT - FOR REVIEW PURPOSES ONLY – PLEASE DELETE THIS TEXT BOX PRIOR TO POSTING

The Paralegal Growth (Level 1-2) represents the first 2 levels in the Paralegal Growth Plan for the Legal Services Branch in the Ministry of Attorney General. The body of work described will be performed for the duration of one year under the direct supervision of legal counsel. Based on the successful completion of Level 1-2 of the training program and satisfactory work performance the employee will progress to the Paralegal Growth (Level 2-3).

JOB OVERVIEW

To assist Legal Counsel in the delivery of legal services for the Legal Services Branch. Under the direct supervision and guidance of legal counsel, this position is responsible for all aspects of the collection of documents and the preparation of document lists in compliance with the Rules of Court.

ACCOUNTABILITIES

Required:

- Ensures a consistent approach to document production in compliance with the *Rules of Court and/or Administrative Tribunal Rules*.
- Acts as liaison with document production and imaging staff in the Corporate Services Division.
- Undertakes document coding for issue analysis, preparation for witness examination and general trial and/or hearing preparation.
- Prepares chronologies and summaries of fact.
- Attends Examinations for Discovery and assists with note taking, managing documents and exhibits.
- Conducts basic legal research and searches on computer databases.
- Tracks requests from other parties.
- Produces concise document summaries for Senior Paralegals and/or Legal Counsel to assist them in expedient review of documents.

JOB REQUIREMENTS

- One year of experience working in a legal office environment or four years of experience in a non-legal office environment.
- Basic knowledge of relevant acts, regulations, legislation, and case law.
- Knowledge of computer software tools and techniques used for legal purposes (e.g. Adobe Acrobat and MS Office).

- Ability to prioritize a substantial workload and display organization, initiative and self-motivation.

Optional Job Requirements: - FOR REVIEW PURPOSES ONLY – PLEASE CHOOSE RELEVANT OPTIONAL JOB REQUIREMENTS AND “CUT AND PASTE” TO THE JOB REQUIREMENTS SECTION ABOVE, AND DELETE THIS TEXT BOX PRIOR TO POSTING

- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRRA) check, and/or enhanced security screening checks as required by the ministry (**Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position).**

Competencies:

- **Conceptual Thinking** is the ability to identify patterns or connections between situations that are not obviously related, and to identify key or underlying issues in complex situations. It includes using creative, conceptual or inductive reasoning or thought processes that are not necessarily categorized by linear thinking. Level 1 – Uses Basic Rules – Uses simple rules, common sense, and past experiences to identify problems. Recognizes when a current situation is exactly the same as a past situation.
- **Information Seeking** is driven by a desire to know more about things, people or issues. It implies going beyond the questions that are routine or required in the job. It may include "digging" or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental "scanning" for potential opportunities or miscellaneous information that may be of future use. Level 1 - Asks Questions - Asks direct questions of the people who are there, or who are supposed to answer questions about the situation, such as people who are directly involved even if not physically present. Uses visible information, or consults other available resources.
- **Concern for Order** reflects an underlying drive to reduce uncertainty in the surrounding environment. It is expressed as monitoring and checking work or information, insisting on clarity of roles and functions, etc. Level 4 – Monitors Data or Projects - Monitors progress of a project against milestones or deadlines. Monitors data, discovers weaknesses or missing data and seeks out information to keep order.