

TITLE: PARALEGAL GROWTH (LSB) (LEVEL 3-4)

CLASSIFICATION: PARALEGAL 16, STEP 3 +10%

PARALEGAL 17, STEP 3 +10%

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

The Paralegal Growth (Level 3-4) represents the last 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 3-4 of the training program and satisfactory work performance the employee will be finished the Growth Plan and will be considered a full working level Paralegal at the Paralegal 18, Step 3 +10%.

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 and/ or Administrative Tribunal Rules and manages case files.

ACCOUNTABILITIES

Required:

- Acts as the primary contact for researchers, Litigation Document Services staff and other employees to address volume of documents generated in document production process and to ensure a coordinated approach to document production.
- Manages computer assisted document organization for cases, including reviewing and summarizing transcripts.
- Manages case files, including assisting with preparation of client witnesses for Examinations for Discovery, trials and tribunal hearings.
- Locates and analyzes documents to determine relevance to issues identified by legal counsel.
- Drafts basic pleadings such as notice of civil claim, petitions, responses to notices of civil claim, affidavits, notices of application, orders, notices to admit and Interrogatories.
- Assists with and attends court and tribunal proceedings.

JOB REQUIREMENTS

- Two years of experience working in a legal office environment.
- Knowledge of law with basic knowledge of relevant acts, regulations, legislation, new Civil Rules, case law and government policies.
- Knowledge of presentation format of materials required at all levels of court and/or administrative tribunals.
- Knowledge of computer software tools and techniques used for legal purposes (e.g. Adobe Acrobat and MS Office, timekeeping and reporting).
- 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 2 – Sees Patterns – When looking at information, sees patterns, trends, or missing pieces. Notices when a current situation is similar to a past situation, and identifies the similarities.
- **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 4 - Does Research - Makes a systematic effort over a limited period of time to obtain needed data or feedback, or in-depth investigation from unusual sources; or does formal research through newspapers, magazines, computer search systems, or other resources. This may include legal, financial and/or community research.
- **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.