

TITLE: PARALEGAL (LSB)

CLASSIFICATION: PARALEGAL 18 +10%

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

The Paralegal works in the Legal Services Branch in the Ministry of Attorney General and provides paralegal services to a Senior Solicitor or Senior Counsel. The cases they work on involve all levels of provincial and superior courts in British Columbia, Federal Court and the Supreme Court of Canada and before administrative tribunals.

The Working Level Paralegal undertakes tasks which, if not carried out by the Paralegal, would otherwise be carried out by a lawyer.

JOB OVERVIEW

To provide paralegal services to a Senior Solicitor or Senior Counsel in the preparation and conduct of legal services to Government.

ACCOUNTABILITIES

Required:

- Performs research and analysis in relation to case law and develops options and recommendations for the lawyer to consider.
- Reviews information for the purpose of document disclosure by gathering and verifying all relevant/privilege information and reviews it in relation to relevant government legislation and determines what information must be disclosed.
- Reviews and interprets legal case information for the preparation of reports (i.e. statistical summaries and fact sheets) for a Senior Solicitor or Senior Counsel.
- Ensures the integrity of all case information by developing electronic information management procedures, and ensuring the proper presentation of material.
- Oversees all courtroom and administrative tribunal preparations, ensures all court orders have been issued that are the responsibility of LSB counsel, and sets up all multimedia technology required by LSB counsel for Court.
- Ensures that all documentary or testimonial evidence required to be produced is located and produced in accordance with court or tribunal requirements.
- Where applicable, conducts searches and effects registrations in a number of government offices and registries (i.e. Court Registries, Corporate Registry, Land Title Office, Personal Property Security Registry, the Probate Registry and Ships Registry).
- Provides summaries of information to clients on issues related to legal procedures, documents, contracts and legislation.
- Estimates costs for legal files and records time for client billing.

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

Paralegal supporting a Barrister:

- Drafts a variety of pleadings (e.g. Responses, Statements of Defence, Outlines, Affidavits, and Notices of Motion and Interrogatories).
- Reviews and identifies problems with initiating documents.
- Identifies and locates documentary and other evidence.
- Identifies client privilege issues respecting documents collected in the course of document discovery in accordance with the Supreme Court Rules or administrative tribunal rules.
- Organizes exhibits, documents and books of authorities for use at trial or at hearings and assists with preparation and attends trial/ hearing.

Paralegal supporting a Solicitor:

- Coordinates and manages major land assembly projects and development activities such as acquisitions of abandoned railway rights-of-way, ski hill developments, industrial subdivisions and land exchange projects in conjunction with large private corporations.
- Conducts and reviews title search reports, prepares documentation related to property matters; and reviews all documentary evidence such as, Statutory Declarations, Affidavits and Petitions.
- Identifies relevant land and corporate information from various sources, defines and interprets survey plans for registration.
- Prepares commercial and security instruments including mortgages, bills of sale, financing statements, funding agreements, service contracts and a variety of contractual arrangements, and attends to their registration where required.

JOB REQUIREMENTS

- Secondary school graduation and completion of a recognized Paralegal Certificate or equivalent plus two years of experience in a legal office environment.
- Knowledge of relevant statutes, such as the Rules of Court or Tribunal Rules and the Evidence Act.
- Knowledge of computer software tools and techniques used for legal purposes (e.g. Adobe Acrobat, Redax, FTI Ringtail and MS Office, Summation, timekeeping and reporting).

Career Group:

Court and Judicial Services

Job Family:

Paralegal Services

Job Stream:

Role:

Technical

Revised:

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- Knowledge of the *Bankruptcy Act* and bankruptcy process, *Land Title Act*, *Company Act* and other statutes relevant to solicitors’ or barristers’ practices.
- 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.

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