

March 4, 2021

**Re: Senior Legal Analyst  
BC Prosecution Services  
Job Evaluation Review**

The Legal Administration classification review working group, consisting of members from Classification and Total Compensation, has reviewed and finalized the evaluation of the Senior Legal Analyst. As part of this review, we spent time to thoroughly discuss the role and operational requirements with members of both Legal Services Branch and BC Prosecution Services to fully understand the requests and the work expected of these new positions in both branches, and we have carefully reviewed all work examples and shared information. Along with providing both branches with our decision, we are providing an updated rationale detailing benchmark and other comparisons with a summary of how the work examples were considered in relation to the factors.

### **Classification Process**

Using the Public Service Job Evaluation Plan (PSJEP), the evaluation considered the updated job profile, organizational structure, discussions and information provided during meetings and email responses, and considered what other positions in the unit were credited for to ensure the creation of this new Legal Analyst role would not negatively impact the classification of other roles, such as the Legal Office Manager (LOM). Benchmark jobs were then used to compare the job information and establish the relative complexity of a position.

### **Evaluation**

As discussed, classification reviews are conducted by reviewing organizational context, and assessing and analyzing the position against 13 compensatory factors and 400+ benchmarks in the jointly negotiated Public Service Job Evaluation Plan. Each factor has different degree ratings which are assigned points. After each factor receives a degree rating, the total points are added, and the tally is used to determine which point band the position falls within. PSJEP is designed to ensure pay equity (i.e., equal pay for work of equal value) across the BC Public Service.

### **Rationale**

An evaluation rationale is attached which outlines the analysis conducted of the job. The rationale outlines the full PSJEP factors and the degree rating, along with a written summary of the reasons for the rating. It also outlines the rationale for comparisons to the benchmarks

related to this job for the major factors (1, 2 and 5), including benchmarks higher, lower and comparable to the job being evaluated. (<, >, comparable)

### **Summary**

The original review concluded in September 2020 also considered changes in case complexity and redaction, and a changing context. The 2016 Supreme Court of Canada ruling *R. v. Jordan* imposed new presumptive time limits on criminal cases as a way of enforcing an accused person's Charter right to trial within a reasonable time. In addition, it was noted that the rapid uptake of technology by the public has resulted in increases in investigative material collected. These developments have heightened the sense of urgency for improving the disclosure process, which can contribute to delay within the justice system and increase workload pressures.

The Legal Analyst was reviewed at this time as a role that included current Legal Assistants (totaling 238 positions). In that review, it was noted that the complex and serious (major or Special Assignment (SA)) cases were shared quite evenly amongst the roles and it was determined the management of SA cases was no longer an integral part of any role resulting in the classification of Clerk 11 for all positions, which included a downward classification of the AO 14 Major Trial Legal Assistant positions when vacant.

The original review of the Legal Assistant prior to this (part of a very thorough review of all legal administrative positions in 2011) had credited the Legal Assistant roles with providing legal assistance for a caseload composed of files of varying complexity, including General Assignment cases and Special Assignment cases. However, during this review, with the increase of the complexity of redaction responsibilities, the PSA supported the creation of a handful of Major Trials Legal Assistants at the 14 classification, to recognize the increased complexity of a role that consisted of mostly serious and complex cases and related analysis.

### **Outcome**

The new proposed Senior Legal Analyst position is highly comparable to the PSJEP Benchmark, Legal Assistant (Benchmark # 113) and stronger than the Benchmark, Legal Secretary (Benchmark # 112). As Benchmark # 113 is the benchmark that is also very similar to the LOM, we identified the key differences between the two roles to ensure this newly developed role has accountabilities that are distinct from the LOM.

A related legally focused comparator position, the Paralegal (a BCPS and LSB position), is considered technically stronger than the Senior Legal Analyst, because it is required to understand the principles of a professional area to complete the work and must possess knowledge of substantive and procedural law relevant to the work delegated by the supervising lawyer; work that, if not carried out by the paralegal, would be carried out by a lawyer.



In summary, the work examples demonstrated high comparability to the Legal Assistant (Benchmark # 113), where the Senior Legal Analyst's core responsibilities include:

- Requiring a knowledge of the goals and objectives of the Criminal Justice System and Branch programs to provide senior legal assistant services to Crown Counsel on sensitive prosecutions and provide advice and guidance to legal assistants on escalated cases and issues.
- Applying judgement to apply structured study and analysis of file material such as criminal records and medical reports and relevant case authorities and choose an approach using a combination of accepted legal procedures and terminology to provide senior legal analysis services to Crown Counsel.
- Working within general procedures to select alternative courses of action to provide senior legal assistant services, manage SA files and provide advice and guidance to legal assistants on escalated cases and issues.

See below a comparison of the Legal Assistant, Sr Legal Analyst and Legal Office Manager.

Comparison with Clerk 11 Legal Assistant and Legal Office Manager AO 14

Legal Assistant rating Eclass 22285 (2020)			NEW Sr Legal Analyst rating (review in 2021)			Legal Office Manager rating Eclass 22288 (review in 2020)		
Factor 1	E	145	Factor 1	F	190	Factor 1	F	190
Factor 2	D	100	Factor 2	E	150	Factor 2	E	150
Factor 3	C	30	Factor 3	C	30	Factor 3	D	30
Factor 4	C	15	Factor 4	C	15	Factor 4	C	15
Factor 5	C	50	Factor 5	D	75	Factor 5	D	75
Factor 6	D	22.5	Factor 6	D	22.5	Factor 6	E	22.5
Factor 7	D	22.5	Factor 7	D	22.5	Factor 7	E	22.5
Factor 8	B	9	Factor 8	A	5	Factor 8	DF	9
Factor 9	B	10	Factor 9	B	10	Factor 9	B	10
Factor 10	C	12	Factor 10	C	12	Factor 10	C	12
Factor 11	C	12	Factor 11	C	12	Factor 11	C	12
Factor 12	B	4	Factor 12	B	4	Factor 12	B	4
Factor 13	C	6	Factor 13	C	6	Factor 13	C	6
<b>Total Points</b>	<b>438 Clerk 11</b>		<b>Total Points</b>	<b>554 AO 14</b>		<b>Total Points</b>	<b>606 AO 14</b>	

Approximately 50% of the current assignments in BC Prosecution Services are General Assignment/Special Assignment (GA/SA). However, when divided, GA (including assaults, serious assaults, firearms offences, threats, break and enter, theft, sexual offences, robbery, kidnappings, fraud) consists of 40-45% of all assignments, and SA (including major crime, gang offences, homicides and other fatalities, serious sexual offences, serious firearms offences, kidnappings, robbery, fraud) consists of 3.5%.

While only 3.5% of the work is considered SA it was noted that there is some overlap in files (SA/GA) and it is expected there may be added time required to deal with escalated situations, projects and other related work, so we can support a ratio of these Sr Legal Analyst positions of 1:10 to Legal Assistants. This recognizes a higher level of experience and expectation is required for the Sr Legal Analyst, but still maintains that the majority of the legal assistant work and examples are recognized in the Clerk 11 classification, as per the benchmark position in the PSJEP plan. Most staff guidance and office issues/projects continue to be credited to the LOMs.

To support the AO 14 classification, the new Sr Legal Analyst positions will need to meet the following criteria:

- Manage a caseload consisting mostly of major/Special Assignment files
- Manage escalated cases and issues from Legal Assistants
- Provide guidance to legal assistants and clerks as a Senior role
- Provide senior legal analysis to legal documents
- 1:10 ratio of Sr Legal Analysts to Legal Assistants

**Based on the current number of positions of Legal Assistants in BC Prosecution Services (220 Legal Assistants and 18 current AO 14 Major Trial Legal Assistants), this classification result will make current AO 14 Major Trial Legal Assistants into AO 14 Sr Legal Analysts, and will allow the BCPS create another four positions, creating a total of 22 Sr Legal Analysts.**

With this result, we are confirming that the current Legal Assistants are correctly classified at the Clerk 11, and that any mentions of 'major' cases must be removed from that job profile, to support this higher classification of the Sr Legal Analyst.

Job evaluation is an objective process to ensure equity across jobs in the BC Public Service. We are confident that through this review process, all information has been thoroughly re-considered to provide a fair and supportable outcome for both BC Prosecution Services and Legal Services Branch.

Thank you for the time you have taken to help us gain a better understanding of the legal administrative work in your branch.

Regards,



Julia McLachlan, Warren Faller, Kim Weisgerber  
Legal Administrative Review Working Group  
Classification Services and Total Compensation Branch  
B.C. Public Service Agency



Attachments:

PSJEP Rationale

Legal Admin Job Stream

Approved job profiles:

Senior Legal Analyst

Legal Assistant

Benchmarks:

Benchmark # 112 Legal Secretary

Benchmark # 113 Legal Assistant

March 4, 2021

**Re: Senior Legal Assistant  
Legal Services Branch  
Job Evaluation Review**

The Legal Administration classification review working group, consisting of members from Classification and Total Compensation, has reviewed and finalized the evaluation of the Senior Legal Assistant. As part of this review, we spent time to thoroughly discuss the role and operational requirements with members of both Legal Services Branch and BC Prosecution Services to fully understand the requests and the work expected of these new positions *in both branches*, and we have carefully reviewed all work examples and shared information. Along with providing both branches with our decision, we are providing an updated rationale detailing benchmark and other comparisons with a summary of how the work examples were considered in relation to the factors.

### **Classification Process**

Using the Public Service Job Evaluation Plan (PSJEP), the evaluation considered the updated job profile, organizational structure, discussions and information provided during meetings and email responses, and considered what other positions in the unit were credited for to ensure the creation of this new Sr Legal Assistant role would not negatively impact the classification of other roles, such as the Legal Office Manager (LOM). Benchmark jobs were then used to compare the job information and establish the relative complexity of a position.

### **Evaluation**

As discussed, classification reviews are conducted by reviewing organizational context, and assessing and analyzing the position against 13 compensatory factors and 400+ benchmarks in the jointly negotiated Public Service Job Evaluation Plan. Each factor has different degree ratings which are assigned points. After each factor receives a degree rating, the total points are added, and the tally is used to determine which point band the position falls within. PSJEP is designed to ensure pay equity (i.e., equal pay for work of equal value) across the BC Public Service.

### **Rationale**

An evaluation rationale is attached which outlines the analysis conducted of the job. The rationale outlines the full PSJEP factors and the degree rating, along with a written summary of the reasons for the rating. It also outlines the rationale for comparisons to the benchmarks



related to this job for the major factors (1, 2 and 5), including benchmarks higher, lower and comparable to the job being evaluated. (<, >, comparable)

### **Outcome**

Per our discussions, both Legal Services Branch and BC Prosecution Services identified a need for a position between the Legal Assistant and Paralegal. It was expressed as the position of LSB that the Legal Assistant role is under-classified when compared to growth Paralegals. However, as noted in discussion, the growth Paralegals are classified higher to recognize they are gradually taking on Paralegal duties as they are in training to become paralegals and should be moved from this series/classification if they are no longer pursuing or are unsuccessful in this training. We have confirmed in this review that the Legal Assistant roles are classified correctly, and still comparable to Benchmark Job # 113 Legal Secretary.

However, the new proposed Senior Legal Assistant position is highly comparable to the PSJEP Benchmark, Legal Assistant (Benchmark # 113) and stronger than the Benchmark, Legal Secretary (Benchmark # 112). As Benchmark # 113 is the benchmark that is also very similar to the LOM, we identified the key differences between the two roles to ensure this newly developed role has accountabilities that are distinct from the LOM.

A related legally focused comparator position, the Paralegal (a BCPS and LSB position), is considered technically stronger than the Senior Legal Assistant, because it is required to understand the principles of a professional area to complete the work and must possess knowledge of substantive and procedural law relevant to the work delegated by the supervising lawyer; work that, if not carried out by the paralegal, would be carried out by a lawyer.

In summary, the work examples demonstrated high comparability to the Legal Assistant (Benchmark # 113), where the Senior Legal Assistant's core responsibilities include:

- Requiring a knowledge of the goals and objectives of the legal system and Branch programs to provide senior legal assistant services to legal counsel on sensitive cases and provide advice and guidance to legal assistants for escalated cases and issues.
- Applying judgement to apply structured study and analysis of file material such as such as affidavits, factums, book of authorities and orders, appeal documents, legal submissions, and various types of court registry and/or administrative tribunal documents, and choose an approach using a combination of accepted legal procedures and terminology to provide senior legal analysis services to legal counsel.
- Working within general procedures to select alternative courses of action to provide senior legal assistant services, perform analysis on complex cases, provide training and guidance to legal assistants and organize and manage barrister and solicitor legal files and documents including assisting in the closing of complex transactions, preparing records for registration, assisting in the preparation and management of a multi-party closing agenda, closing procedures agreement(s), managing the preparation of

documents for execution including escrow arrangements, the preparation of closing binders and managing post-closing deliveries.

See below a comparison of the Legal Assistant, Sr Legal Assistant and Legal Office Manager.

Comparison with Clerk 11 Legal Assistant and Legal Office Manager AO 14

Legal Assistant Job Store #297 (review in 2017)			NEW Sr Legal Assistant rating (review in 2021)			Legal Office Manager Job Store #208 (review in 2017)		
Factor 1	E	145	Factor 1	F	190	Factor 1	F	190
Factor 2	D	100	Factor 2	E	150	Factor 2	E	150
Factor 3	C	30	Factor 3	C	30	Factor 3	D	30
Factor 4	D	22.5	Factor 4	C	15	Factor 4	C	15
Factor 5	C	50	Factor 5	D	75	Factor 5	D	75
Factor 6	B	10	Factor 6	C	15	Factor 6	D	22.5
Factor 7	D	22.5	Factor 7	D	22.5	Factor 7	E	33
Factor 8	B	9	Factor 8	B	9	Factor 8	DF	9
Factor 9	B	10	Factor 9	B	10	Factor 9	B	10
Factor 10	C	12	Factor 10	C	12	Factor 10	C	12
Factor 11	C	12	Factor 11	C	12	Factor 11	C	12
Factor 12	B	4	Factor 12	B	4	Factor 12	B	4
Factor 13	B	4	Factor 13	B	4	Factor 13	B	4
Total Points		431 Clerk 11	Total Points		549 AO 14	Total Points		594 AO 14

The following demonstrates what is expected in major/complex case support in LSB:

#### Barrister's files

- Performs redaction services on sensitive files including under the Freedom of Information and Protection of Privacy Act.
- Manages complex litigation, including complex constitutional litigation, by reviewing pleadings (including Notices of Constitutional Question from the Supreme Court of Canada), determining client Ministry contacts, organizing documents, and setting up file management processes in Legal Files.
- Reviews legal documents, photographs, audio or videotaped statements for major litigation files.

#### Solicitor's files

- Manages complex solicitor files, determining client Ministry contacts, organizing documents, and setting up file-management processes relating to large, complex agreements and schedules or appendices, or draft legislation.
- Assists in the conduct and management of due diligence processes appropriate to complex contractual and legislative arrangements.



- Analyzes the elements of a complex transaction, including the roles of other parties and advisers involved in the transaction, required to bring it to a conclusion.

We support a ratio of 1:10 Sr Legal Assistants to Legal Assistants. This recognizes a higher level of experience and knowledge is required for the Sr Legal Assistant, but still maintains that the majority of legal assistant work and examples are recognized in the Clerk 11 classification, as per the benchmark position in the PSJEP plan. Most staff guidance and office issues/projects continue to be credited to the LOMs.

To support the AO 14 classification, the new Sr Legal Assistant positions will need to meet the following criteria:

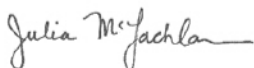
- Manage a workload consisting mostly of major/complex work (see above definition)
- Manage escalated cases and issues from Legal Assistants
- Provide guidance to legal assistants and clerks as a Senior role
- Provide senior legal analysis to legal documents
- 1:10 ratio of Sr Legal Assistants to Legal Assistants

With this result, we are confirming that the current Legal Assistants are correctly classified at the Clerk 11, and that any mentions of 'major' cases must be removed from that job profile, to support this higher classification of the Sr Legal Assistant.

Job evaluation is an objective process to ensure equity across jobs in the BC Public Service. We are confident that through this review process, all information has been thoroughly re-considered to provide a fair and supportable outcome for both BC Prosecution Services and Legal Services Branch.

Thank you for the time you have taken to help us gain a better understanding of the legal administrative work in your branch.

Regards,



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Legal Administrative Review Working Group  
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Attachments:

PSJEP Rationale

Legal Admin Job Stream

Approved job profiles:

Senior Legal Assistant

Benchmarks:

Benchmark # 112 Legal Secretary

Benchmark # 113 Legal Assistant



# CLASSIFICATION WORKSHEET

Position Number Various  
Position Title Sr Legal Analyst  
Ministry Attorney General  
Division Business Operations  
Branch BC Prosecution Service  
Location Various

FACTOR	DEG	PTS	RATIONALE
1. JK	F	190	<p>The Sr Legal Analyst must understand the goals and objectives of the Criminal Justice System and Branch programs to provide senior legal assistant services to Crown Counsel on sensitive major (highly complex) prosecutions and provide advice and guidance to legal assistants on escalated cases and issues.</p> <p>In comparison, Legal Assistants (those confirmed at the Clerk 11) must understand and apply the accepted methods of criminal law processes to provide administrative, secretarial and legal assistant support to Crown Counsel and to search, compile, index and assemble statements, records, transcripts and reports for court files.</p> <p>The Sr Legal Analyst must focus on and spend the majority of their time on senior, escalated or Special Assignment (SA) cases to warrant the recognition of a higher knowledge requirement than that of the Legal Assistant who is already given credit for managing files that vary in complexity and sensitivity from remand court and simple summary offences (breach of probation, files with a maximum penalty of a \$5,000 fine and/or 6 months in jail) to indictable offences (ex. Theft over \$5,000, aggravated sexual assault, murder) including supporting supreme court trial files with a large volume of witnesses and disclosure.</p> <p>It is the requirement of a stronger knowledge of the Criminal Justice System to manage SA cases and escalations, provide expertise and guidance to legal assistants and provide senior legal assistant services that differentiates this role from the Legal Secretary Benchmark.</p> <p>=<b>BM 113 Legal Assistant Crown Counsel @ F</b> (similar to current Legal Office Manager or LOM) who must understand the goals and objectives of the Criminal Justice System and Branch programs to provide legal assistant services to Crown Counsel on sensitive prosecutions and provide advice and guidance to legal secretaries on escalated cases and issues.</p> <p>=<b>BM 366 Investigative Officer @ F</b> who must have a practical understanding of the basic principles of law to perform investigations into allegations of fraud or identify anomalies in the administration of income assistance benefits to compile evidence, prepare reports and assist legal counsel in preparing cases for Civil Court.</p> <p>&lt; <b>Paralegal @ G</b> who is required to understand the principles of legal research to plan and conduct research and analysis on complex issues both independently such as disclosure and file review or as part of a team on more serious files such as murder cases; apply criminal law legislation to determine requirements for cases to provide a legal opinion; use diverse information sources, and select the appropriate research methodology to sift through large amounts of evidence and develop legal analysis and recommendations, prepare DNA and evidence continuity charts, multimedia and other presentations for review, and assist Crown Counsel to prepare cases for court including helping with in-court submissions and arguments, completing file reviews before trial, preparing Books of Authority, opening/closing remarks, witness examinations and preparing dangerous offender hearings.</p> <p>&lt;<b>BM 399 Ministry Contract Administrator @ G</b> who must understand the principles of contract and business law to analyze contract data and interpret central agency policies and procedures to provide contract administration and support to ministry staff, respond to contract inquiries, resolve conflicts and develop, draft and recommend the ministry's contract management framework.</p> <p>&gt;<b>BM 112 Legal Secretary @ E</b> who must understand and apply the accepted methods of civil and criminal law processes to provide administrative, secretarial and legal assistant support to Crown Counsel and to search, compile, index and assemble statements, records, transcripts and reports for court files.</p>

FACTOR	DEG	PTS	RATIONALE
2. MD	E	150	<p>Sr Legal Analysts require judgement to apply structured study and analysis to complex file material such as criminal records and medical reports and choose an approach using a combination of accepted legal procedures and terminology to provide senior legal assistant services to Crown Counsel. Similar to the Legal Assistants (described below), they also draft court documents and reports, prepare legal files for trial and ensure materials are ready for court.</p> <p>In crediting the Sr Legal Analyst with higher judgement than the Legal Assistant, we are recognizing that the position manages escalated and complex SA cases on a regular basis (in comparison to the Legal Assistants) requiring deeper analysis of more complex materials and developing resulting recommendations.</p> <p>In comparison, the Legal Assistants, at D in factor 2, use judgement to assess court requirements and choose an approach using a combination of accepted court procedures and legal terminology to draft court documents such as expert witness notices, spring orders, withdrawal/abatement letters, forfeiture orders and firearm applications, search and compile statements, reports and documents to prepare legal files for trial, review evidentiary materials and vet disclosure to be provided to defence counsel/accused. They ensure Crown Counsel have all materials required for court and manage and track court timelines and document submission timelines.</p> <p>=<b>BM 113 Legal Assistant Crown Counsel @ E</b> (current Legal Office Manager or LOM) who must use judgement to apply structured study and analysis of file material such as criminal records and medical reports and relevant case authorities and choose an approach using a combination of accepted legal procedures and terminology to provide legal assistant services to Crown Counsel.</p> <p>=<b>BM 366 Investigative Officer @ E</b> who must use judgement to apply structured study, analysis and interpretation of employment and assistance legislation and regulations and choose an approach using a combination of accepted procedures to assess fraud allegations, gather information/evidence, calculate overpayments, negotiate admission of fraud agreements, prepare cases for Civil Court and to refer more serious cases to a Ministry Investigator for criminal prosecution.</p> <p>&lt;<b>BM 399 Ministry Contract Administrator @ F</b> who requires judgement to apply technically exacting analysis to draft language for legal documents which are significant to the ministry and ensures limited interpretation and ministry liability.</p> <p>&gt;<b>BM 112 Legal Secretary @ D</b> who uses judgement to assess court requirements and choose an approach using a combination of accepted court procedures and legal terminology to draft court documents, search and compile statements, reports and documents to prepare legal files for trial.</p>
3. IC	C	30	<p>Discretion required to exchange information needing an explanation of legal rights and responsibilities with witnesses testifying in court.</p> <p>=<b>BM 112 Legal Secretary @ C</b> who requires discretion to exchange information needing an explanation of legal rights and responsibilities with witnesses testifying in court.</p>
4. PC	C	15	<p>Moderate coordination and dexterity required to use word processor to produce a variety of court documents with some requirement for speed to meet deadlines.</p> <p>=<b>BM 113 Legal Assistant Crown Counsel @ C</b> who requires moderate coordination and dexterity required to use word processor to produce a variety of court documents with some requirement for speed to meet deadlines.</p>



FACTOR	DEG	PTS	RATIONALE
5. WA	D	75	<p>Guided by general procedures or instructions, The Sr Legal Analyst selects alternative courses of action to provide senior legal assistant services, analyze and prepare court documents, manage SA cases with many complicating factors and long timelines, and provide guidance to Legal Assistants on escalated cases.</p> <p>In comparison, guided by specific procedures, Legal Assistants select courses of action to complete assignments using previous instruction to coordinate legal administrative support functions, process payments and invoices and produce correspondence, reports and legal documents and support/schedule witnesses.</p> <p>By crediting the Sr Legal Analyst with more responsibility for work assignments we have recognized that the work completed the majority of the time is complex, and requires a higher level of freedom and experience to determine alternative courses of action to provide analysis and recommendations to support complex cases.</p> <p>=<b>BM 113 Legal Assistant Crown Counsel @ D</b> (current Legal Office Manager or LOM) who is guided by general procedures or instructions, selects alternative courses of action to provide legal assistant services, prepare court documents, coordinate administrative staff and coordinate the Witness Management Program.</p> <p>=<b>BM 121 Registry Technician @ D</b> who is guided by general registry procedures or instructions, and selects alternative courses of action to approve and sign or return, if not in compliance with court requirements, documents such as Petitions for Divorce, Grants of Probate and Writs of Seizure and Sale.</p> <p>&lt; <b>Paralegal @ E</b> who is guided by general research standards, policies, guidelines, court rules and criminal law legislation, to apply accepted work methods in a different way to determine the most appropriate way to amend legal research plans, select appropriate information sources and apply established legal research methodologies to conduct information analysis, present information in various forms for court, provide legal opinions and recommend a course of action to Crown Counsel. Paralegals provide advice and technical direction to staff on new business processes and change initiatives across the province, for example paralegals producing tools such as a Jordan Timeline Worksheet that allows for easy calculation of court mandated timelines/deadlines for disclosure, being the designated lead for ledger-based disclosure that provides a mechanism to organize large amounts of disclosure received from police, and working as a designated lead for moving towards converting paper disclosure to electronic disclosure. Paralegals also participate in or lead witness/victim interviews when gathering evidence to prepare for trial (deciding what questions to ask, how to ask them, etc.).</p> <p>&lt;<b>BM 396 Senior Registry Technician @ E</b> who is guided by registry policies, guidelines, court rules and various Acts and legislation, applies accepted work methods in a different way to act as the regional technical resource in Divorce and Family procedures to provide advice and technical direction to regional ministry staff.</p> <p>&gt;<b>BM 107 Facilities Licensing Clerk @ C</b> who, guided by specific procedures, selects a course of action to complete assignments using previous instruction to prepare correspondence and statistical reports, maintains computer software tracking programs, recommends and implements changes to computer applications and sets up filing system for the Community Care Facility Licensing program.</p>
6. FR	D	22.5	<p>The Sr Legal Analyst has moderate financial responsibility with expense spending authority for up to \$500 for witness travel expenses. This position conducts cost-benefit analyses for all witness travel (e.g. determining the most cost effective travel option; looking at videoconferencing costs, when possible, compared to in person travel) and is responsible for retaining interpreters, where required, for witness/victim interviews with Crown Counsel.</p> <p>=<b>BM 101 Office Administrator @ D</b> who has moderate financial responsibility to purchase office supplies and furniture.</p> <p>=<b>BM 277 Conservation Officer, General Duty @ D</b> who has moderate financial responsibility to authorize vehicle repair, maintenance and operational items with spending authority to \$500 per transaction.</p>

FACTOR	DEG	PTS	RATIONALE
7. PA	D	22.5	<p>The Sr Legal Analyst has significant responsibility to control the quality of data on files that will be provided to legal counsel and used for legal purposes.</p> <p>=BM 121 Registry Technician @ D who has significant responsibility to control the quality of data on registry files which is used for legal purposes.</p>
8. HR	A	5	<p>Provides informal training and support to Legal Assistants.</p> <p>=BM 003 Land Titles Officer @ A who has limited responsibility for human resources to provide informal orientation to office support staff on registry procedures.</p>
9. WB	B	10	<p>Limited care and attention to calm and reassure witnesses who may be upset and deal with upset/irate people.</p> <p>=BM 113 Legal Assistant – Crown Counsel @ B who requires limited care and attention to calm and reassure witnesses who may be upset and deal with upset/irate clients.</p>
10. SE	C	12	<p>Focused sensory concentration to frequently visually focus on screen to produce a variety of legal documents and letters. Focused sensory concentration to frequently listen, observe and document findings while gathering information/evidence to prepare reports.</p> <p>=BM 113 Legal Assistant – Crown Counsel @ C who requires focused sensory concentration to frequently visually focus on screen to produce a variety of legal documents and letters.</p>
11. PE	C	12	<p>Moderate physical effort to frequently keyboard with speed and accuracy to produce a variety of legal documents and letters Moderate physical effort to frequently focus visual attention to view computer screens and printed material while reviewing client files, and evidence and preparing reports.</p> <p>=BM 113 Legal Assistant – Crown Counsel @ C who requires moderate physical effort to frequently keyboard with speed and accuracy to produce a variety of legal documents and letters.</p>
12. SR	B	4	<p>Has exposure to regular unpleasant dealings with upset witnesses, clients and public. This position has frequent daily interactions with the public, including victims and witnesses, many of whom can be emotional, angry, or hostile. Positions create relationships with vulnerable victims and witnesses and providing information that enables them / makes them feel comfortable in attending court is significant part of this role; it is often the Legal Analysts who have the most contact with victims and witnesses (making arrangements for them to attend court, providing updates, etc.).</p> <p>=BM 113 Legal Assistant – Crown Counsel @ B who has exposure to regular unpleasant dealings with upset witnesses, clients and public.</p>
13. HZ	C	6	<p>Moderate exposure to hazards from regular possibility of physical violence from upset witnesses and clients.</p> <p>=BM 95 Senior Clerk @ C who has moderate exposure to hazards from regular possibility of physical violence from clients in a Children and Families office.</p>
Total		554	<p>Rating: Administrative Officer 14</p> <p>Range: 545-624</p>

Prepared by: Julia McLachlan  
Date: 2021-02-25





Where ideas work

## Legal Administration Job Stream

The following chart explains the Legal Administrative Job stream in the B.C. Public Service. Working in a range of these positions can be a rewarding career or a great foundation to transition into a wide variety of careers in the B.C. Public Service.

### Possibilities for Growth and Opportunity:

- From an entry level position, growth is possible up through high included positions, and opportunities to apply on excluded roles.
- Opportunities are also available to use your foundation of experience, access additional learning and development opportunities and take that fork in the road to pursue a career in a variety of areas.
- For those already possessing requisite training and experience, entering the B.C. Public Service in one of these positions can also provide you an entry point and an opportunity to learn about a large, diverse Employer where you can pursue your chosen area of expertise.

### Diversity of Environments:

The positions work across a multitude of offices in government, from the more common roles in BC Prosecution Services and Legal Services Branch, to other roles within tribunals and other legal branches.

### What are the different levels and why?

- Moving from left to right on the chart below, the number in the titles represent increasing levels of responsibility and complexity. These numbers are called grid levels and they are linked to a salary grid.
- Grid levels are assigned to positions based on a comparison of job content and organizational structure, to a set of criteria laid out in the Public Service Job Evaluation Plan (PSJEP).
- The PSJEP was negotiated by the B.C. Government Employees' Union (BCGEU) and the Employer and is referenced in the Master Agreement under Article 28. Job Evaluation (often called Classification) is done under the authority of Human Resource Policy Statement #6: Job Evaluation.

### Classification series:

Roles with a specialty in paralegal services fall into the Paralegal job family. Use the Salary Look-up Tool for information about salaries and more.

**\*\*NOTE the roles listed are either in BC Prosecution Service (BCPS) or Legal Services Branch (LSB). Roles outside of these two locations are much less common but accountabilities are similar to the roles listed.**

## Legal Administration Job Stream Matrix

	<----- No Legal Advice				In Training		Legal Advice ----->		
	Grid 9 Legal Clerk/Jr Legal Assistant	Grid 11 Legal Assistant	Grid 14 Sr Legal Analyst/Sr Legal Assistant	Grid 14 Legal Office Manager	Grid 14-15 (Growth series level 1-2) Paralegal	Grid 16-17 (Growth series level 3-4) Paralegal	Grid 18 Paralegal	Grid 18-Grid 21 District Administrator/ Legal Admin Officer	Grid 21 Sr Paralegal
Role (BCPS)	<b>Primary role:</b> To perform a variety of legal support services for Crown Counsel and the public for legal case files and performs redaction services (entry level) for the purpose of disclosure.	<b>Primary role:</b> To perform a variety of legal support services for Crown Counsel and the public for legal case files and performs redaction services (at the advanced level) for the purpose of disclosure.	<b>Primary role:</b> To provide a variety of legal support services for Crown Counsel on serious, sensitive and complex case files in preparation for court proceedings and performs redaction services (at the senior/special assignment level) for the purpose of disclosure to defence counsel.	<b>Primary role:</b> To coordinate office administration functions including human resources, leave management, records management and facilities, and provide legal support services to Crown Counsel including redaction services (at the entry level, advanced level and senior/special assignment level) for the purpose of disclosure to defence counsel.	<b>Primary role:</b> To provide junior paralegal services to Crown Counsel.	<b>Primary role:</b> To provide paralegal services to Crown Counsel on large, complex, sensitive and high-profile cases.	<b>Primary role:</b> To provide paralegal services to Crown Counsel on large, complex, sensitive and high-profile cases.	<b>Primary role:</b> To lead and coordinate all legal support services provided to Crown Counsel within a defined geographic location.	<b>Primary role:</b> To oversee and coordinate the work of Criminal Prosecution Paralegals to ensure timely, accurate and efficient support to Crown Counsel in the delivery of prosecution functions.
Role (LSB)	<b>Primary Role:</b> To provide a variety of office administrative and secretarial support services and to coordinate the day to day priorities of the legal group, its clients and other stakeholders.	<b>Primary Role:</b> To provide legal support services to barristers and/or solicitors for all levels of court such as B.C. Supreme Court, B.C. Court of Appeal, Supreme Court of Canada, Federal Court and Administrative Tribunals.	<b>Primary Role:</b> To provide a variety of senior legal support services to legal counsel on the most serious and complex case files with a high degree of independence and under limited supervision.	<b>Primary Role:</b> To coordinate office administration functions for a law group at Legal Services Branch (LSB), including human resources, leave management, and records management and facilities; provide legal support services to Supervising Counsel and lawyers; and lead the executive support team that supports the Supervising Counsel, lawyers and staff of a law group at LSB.	<b>Primary Role:</b> To assist Legal Counsel in the delivery of paralegal services for the LSB. Under the direct supervision and guidance of legal counsel, this position is responsible for paralegal duties at the beginner or trainee level, while the employee is taking a formal educational program.	<b>Primary Role:</b> To assist Legal Counsel in the delivery of paralegal services for the LSB. Under the direct supervision and guidance of legal counsel, this position is responsible for paralegal duties at the advanced student or trainee level and manages case files.	<b>Primary Role:</b> To provide paralegal services to legal counsel in the preparation and conduct of legal services to Government under the direct supervision and guidance of Legal Counsel.	<b>Primary role:</b> To lead and coordinate administrative and operational support services provided within the designated working group in the preparation and conduct of their legal services to the BC Public Service including reporting and quality control of file information for management and clients and providing human resource support to all staff within the designated working group and supervises staff.	<b>Primary Role:</b> To apply a theoretical knowledge of law and legal procedures in rendering direct services to those lawyers with a minimum level of supervision. This position provides paralegal services to Legal Counsel on large, complex, sensitive and high-profile cases (i.e. large financial implications, limited precedents to rely on, politically sensitive, or significant implications on Government policy). This position is also responsible for training and leadership. Also to provide support for groups of lawyers practicing in commercial, real estate, tax, Indigenous relations, and legislation.

Content (BCPS)	This position directly reports to a bargaining unit position and may receive functional supervision from Crown Counsel. This position is required to understand a variety of legal terms, know the differences between the various levels of court and understand the Rules of Court (timelines) as it relates to performing the redaction function for the particular/preliminary disclosure for defence counsel.	This position reports to a bargaining unit supervisor and provides legal support services to one or more legal counsel.	This position reports to the District Administrator and provides legal support services to paralegals and Crown Counsel on complex Special Assignment cases and assists Legal Assistants with isolated situations, and all legal work is reviewed by Crown Counsel. These positions are approved at a ratio to Legal Assistants of 1:10.	This position reports to the District Administrator, supervises a full team of legal admin support staff and provides advanced legal support services to Crown Counsel.	The Paralegal Growth (Level 1-2) represents the first 2 levels in the Paralegal Growth Plan for BC Prosecution Services in the Ministry of Attorney General. The work described will be performed for the duration of one year under the direct supervision of legal counsel, or until successful. 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 3-4).	The Paralegal Growth (Level 3-4) represents the last 2 levels in the Paralegal Growth Plan for BC Prosecution Services in the Ministry of Attorney General. The work described will be performed for the duration of one year under the direct supervision of legal counsel, or until successful. Based on the successful completion of Level 3-4 of the training program and satisfactory work performance, the employee will be considered a full working level Paralegal at the Paralegal 18, Step 3.	This position represents the full working level for a Paralegal in BC Prosecution Services in the Ministry of Attorney General. The Paralegal works as a case administrator under the direction of Crown Counsel and undertakes tasks which would otherwise be carried out by a lawyer. Lawyers are professionally and legally responsible for all work delegated to a Paralegal.	Grid 18: This position supervises employees directly or through subordinate supervisors and appraises employee performance for greater than 10 employees up to and including 15 employees. Grid 21: This position supervises employees directly or through subordinate supervisors and appraises employee performance for greater than 15 employees.	This position is the Sr Paralegal for the region, providing functional guidance and managing escalations from paralegals. Up to two Sr Paralegals can be supported in a region if each Senior Paralegal provides functional supervision and guidance to a minimum of 5 FTE full working level Paralegals.
Content (LSB)	This position exists in the Legal Services Branch and directly reports to a bargaining unit position. This position is required to understand a variety of legal terms and how to carry out a variety of job functions which require working knowledge of how these function relate to other units such as Witness Management function (financial processes, court services functions).	This position reports to a bargaining unit supervisor and provides legal support services to one or more legal counsel.	This position offers legal support services to legal counsel including support for all levels of provincial and superior courts in British Columbia, Federal Court and the Supreme Court of Canada and before administrative tribunals and carries out high-level administrative support work and basic legal support work, and all legal work is reviewed by counsel.	This position supervises a team of legal office administration staff for a law group at Legal Services Branch (LSB) and the role is responsible for human resources, leave management, records management and facilities; and provides legal support services to Supervising Counsel and lawyers.	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 work described will be performed for the duration of one year under the direct supervision of legal counsel, or until successful. 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).	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 considered a full working level Paralegal at the Paralegal 18, Step 3 +10N.	This position 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 Paralegals 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.	This position is responsible for the overarching strategic and financial perspective for the administrative and operational functions of the legal group. There is one of these positions per legal working group that supervises subordinate supervising Legal Office Managers.	This position applies a theoretical knowledge of law and legal procedures in rendering direct service to lawyers with a minimum level of supervision. This position provides paralegal services to Legal Counsel on large, complex, sensitive and high-profile cases (i.e. large financial implications, limited precedents to rely on, politically sensitive, or significant implications on Government policy) and position is also responsible for training and leadership of other Paralegals.
Reports to (BCPS)	Grid 14 Legal Office Manager	Grid 14 Legal Office Manager	Grid 18 District Administrator or Crown Counsel	Counsel or Grid 18 District Administrator	Supervising Counsel or Deputy Supervisor	Supervising Counsel or Deputy Supervisor	Supervising Counsel or Deputy Supervisor	Deputy Regional Crown Counsel	Supervising counsel or Deputy Supervisor
Reports to (LSB)	Grid 14 Legal Office Manager	Grid 14 Legal Office Manager	Grid 18 Legal Office Administrator or Deputy Supervisor	Grid 18 Legal Office Administrator or Deputy Supervisor	Deputy Supervisor	Deputy Supervisor	Deputy Supervisor	Group Supervisor	Supervising counsel
Disclosure (BCPS)	Disclosure at entry level: Reviews legal documents and redacts obvious personal/irrelevant information such as date of birth, social insurance number, names, addresses and phone numbers. The types of files that this level of work applies are driving while prohibited, breach files, shoplifting, possession of stolen property (non-violent). The type of work relates to minor cases (non-violent/no injuries) and/or the vetting of legal documents for initial appearances for larger more significant cases.	Disclosure at advanced level: Reviews legal documents and redacts personal/irrelevant information for cases that are considered "average" in size. There are witnesses and victims involved including their personal information. At this level, staff must have an understanding of the entire case and all the people involved. The types of files that this level of work applies are assault, sex assault and impaired driving where there are injuries or property damage.	Disclosure at senior level: Reviews legal docs and redacts info for major (i.e. serious) cases with multiple victims and witnesses. A high level of judgement is required to analyse case and determine what can be redacted from witnesses, victims, wiretaps, undercover police, informants, cell mates. Must understand case, people involved, dynamics of environment, how info obtained. Includes homicides, child pornography, police officers charged with offences, sex assault/assault causing bodily harm, kidnapping or high risk offenders. Typically assigned to more or Counsel or Admin Counsel in the office.	Disclosure at entry, advanced and senior levels.	Conducts the initial disclosure/redaction processes of files (i.e. redaction of phone numbers, birth dates, addresses, etc).	Gathers and verifies all relevant information pertaining to a case, reviews information in relation to government legislation (e.g. Freedom of Information and Protection of Privacy, Federal Criminal Code and Canada Evidence Act) and recommends what information can be disclosed and redacted.	Analyses case requirements, gathers and verifies relevant info, reviews info in relation to gov legislation (e.g. Freedom of Information and Protection of Privacy, Federal Criminal Code and Canada Evidence Act) and determines what info can be disclosed. Manages disclosure/redaction process between police agencies and Crown Counsel.		Manages and coordinates document production and disclosure.

Disclosure (L2R)	n/a	Drafts correspondence seeking document production. Compiles documents identified for production and arranges for production of the same.	n/a	Drafts correspondence seeking document production and advises of categories of documents that need to be produced. Compiles documents identified for production and arranges for production of the same. Conducts initial privilege and relevance review.	n/a	Assists with the review of information for the purpose of document disclosure. Assists with the coordination of document production and disclosure.	Reviews information for the purpose of document disclosure by gathering and verifying all relevant/privilege information and reviewing in conjunction with related legislation. Manages and coordinates document production and disclosure.	n/a	Manages and coordinates document production and disclosure.
HR/Training (KCP)			Provides training and guidance to Legal Assistants./ Legal Assistants.	Provides supervision to administrative staff in the office.			Assigns and monitors the work of support staff and resolves issues.	Supervises staff including assignment of work, development and evaluation of performance plans and approval of leave. Coordinates or delivers training sessions for all legal administrative support staff (i.e. training in JUSTIN, records management or training on the criminal justice system). Provides HR advice and services through application and interpretation of human resource policies and agreements, the recruitment of staff, addressing performance management issues and mediating issues between staff.	Provides guidance, team leadership and mentoring to Paralegals and to Growth Paralegals and is directly responsible for facilitating the professional development of Growth Paralegals. Provides functional direction to team members, including Crown Counsel, on disclosure practices and procedures and complex issues relating to case management. Supports recruitment activities including participating in the creation of innovative recruitment strategies, participating in the interview/selection process and contributing to hiring decisions.
HR/ Training (L2R)	n/a	n/a	Provides training and guidance to Legal Assistants.	Supervises staff including assignment of work, development and evaluation of performance plans and approval of leave. Functions as the office administrative resource for human resources, payroll and leave management including consulting with the appropriate agency (e.g. payroll or human resource agency) for guidance, and submits documents for processing.	n/a		Supports legal counsel with periodic legal training for admin staff. However LAC's will be in charge of most admin support training.	Oversees the administration of offices within an area, providing coaching and supervision of staff including overseeing assignment of work, development and evaluation of performance plans, approval of leave, response to grievances and initiation of discipline processes. Coordinates and manages activities relating to human resource management such as staffing, performance plans, grievance, classification reviews and organizational changes.	Supports legal counsel with periodic legal training for admin staff. Provides guidance, team leadership and mentoring to Paralegals and to Growth Paralegals and is directly responsible for facilitating the professional development of Growth Paralegals.
Operational process/ policies/ strategies (KCP)				Develops, implements and updates administrative procedures for the office ensuring the full scope of legal support services are provided to Crown Counsel and provides guidance and problem solving on administrative matters.				Develops and recommends new or updated operational policies/procedures for approval by excluded managers.	Provides leadership within the Branch, customizes work methods for projects and develops strategies to mitigate risk.



Operational process/policies/strategies (LSR)	n/a			Provides advisory, tactical and strategic support including developing and implementing operational plans and priorities for the Supervising Counsel.				Develops and implements new or amended operational policies including branch usage standards and audit reports and contributes to the development of strategies for the continuous improvement of services and efficiencies within offices in conjunction with senior managers and executives for the work unit's business functions, consistent with legislation, government, ministry and branch policy, as well as direction from the ACAU's office.	Provides leadership for Paralegals within the Branch. Provides leadership within the Branch, customizes work methods for projects and develops strategies to mitigate risk.
Administrative duties (RPS)	Performs reception and switchboard duties, as required.			Functions as the office contact to arrange computer and office access and performs routine systems troubleshooting.	Tracks requests from other parties.	Tracks requests from other parties and tracks status of files.		Reviews legal support services and programs and identifies operational issues and prepares recommendations to excluded managers for improvement.	
Administrative duties (SR)	Sorts decisions and forwards files to the appropriate office.  Receives, sorts, prioritizes, logs, tracks and distributes incoming mail including correspondence and prepares outgoing mail.	Coordinates meetings and appointments and makes logistical arrangements, such as booking meeting rooms, travel, and accommodation. Maintains a diary system for assigned legal counsel to ensure timely response to correspondence, compliance with limitation periods and attendance at appointments.  Sets down case management conferences, hearings, trials, pre-trials, examinations in aid of execution, mediations and arbitrations in consultation with opposing counsel, trial coordinator offices, clients and lay litigants.	Arranges meetings with deponents who will be swearing affidavits, meet with them to ensure that they understand the process. Manages all scheduling and deadlines for lawyers.	Functions as the office contact to arrange computer and office access and performs routine systems troubleshooting.	Tracks status/progress of files.	Tracks status/progress of files.	Tracks status/progress of files.	Develops, implements and updates the administrative framework for the group, and advises and resolves administrative and other issues.	Tracks status/progress of files.
Projects (RPS)				Supports/leads admin-based projects.				Manages projects such as the implementation of new initiatives, creation of satellite offices, coordinating conferences.	
Projects (SR)	n/a		n/a Participates in administrative legal projects, assisting counsel in dealing with and managing legislative and policy development initiatives, corporate, commercial and other complex legal advice requirements and transactions.	May support group supervisor, LAO, or OS on organizational, HR, admin, or other operational projects			Provides support for legal counsel on projects.	Provides support for legal counsel on projects.  Participates as work unit representative on various Legal Services Branch projects and initiatives.	Provides support for legal counsel on projects.

<p>           Liaise with groups (RCPS)         </p>		<p>           Obtains information/legal documents and follows-up on information from external agencies such as RCMP, probation services, corrections, municipal police forces and reviews and organizes materials as directed by Crown Counsel.         </p>	<p>           Obtains information/legal documents and follows-up on information from external agencies such as RCMP, probation services, corrections, municipal police forces and reviews and organizes materials as directed by Crown Counsel.         </p>	<p>           Obtains information/legal documents and follows-up on information from external agencies such as RCMP, probation services, corrections, municipal police forces and reviews and organizes materials as directed by Crown Counsel.         </p>	<p>           Obtains information and evidence from outside agencies by contacting senior agency officials such as the Parole Board, Corrections Branch, and Senior Investigating Officers from RCMP or Municipal Police Forces and examine materials to determine if they will assist the case.         </p>	<p>           Liaises with clients and provides summaries of information on issues related to legal procedures, documents, contracts and legislation.         </p>	<p>           Conducts community outreach to exchange information with a wide variety of community program/services (i.e. RCMP, probation, corrections, court registry,) that interface with the Criminal Justice Branch in order to facilitate the sharing of information and to streamline work processes.         </p>	<p>           Works directly with client ministries, outside parties and their legal counsel on every stage of a legal file to request information, explain legal processes and respond to information requests.         </p>
<p>           Liaise with groups (LSE)         </p>	<p>           a/a         </p>		<p>           Develops and maintains relationships with client contacts in order to obtain instructions for aspects of files, explain legal processes and provide information as required.             Obtains information/legal documentation and follows-up on information from external agencies such as other Ministries, Federal &amp; Municipal Governments, Expert Witnesses, External Law Firms and other involved parties.         </p>		<p>           Acts as liaison with document production and imaging staff in the Corporate Services Division and library service for research support.             Develops and maintains relationships with client contacts in order to obtain instructions for particular aspects of files, explain legal processes and provide information as required.         </p>	<p>           Acts as the primary contact for researchers, Litigation Document Services staff, library services staff and other employees to address volume of documents generated in document production process and to ensure a coordinated approach to document production.         </p>	<p>           Liaises with clients and lawyers and others in the branch in the conduct of files.         </p>	<p>           Works directly with client ministries, outside parties and their legal counsel on every stage of a legal file to request information, explain legal processes and respond to information requests.         </p>
<p>           Legislation (RCPS)         </p>		<p>           References the Criminal Code of Canada to ensure the charge approval is accurate and references the Rules of Court to ensure the scheduled flow of legal documentation through the court system (advanced)         </p>	<p>           References the Criminal Code of Canada to ensure the charge approval is accurate and references the Rules of Court to ensure the scheduled flow of legal documentation through the court system (advanced).             Referencing various Acts, regulations and guidelines, including but not limited to the Canadian Victims Bill of Rights, Freedom of Information and Protection of Privacy Act, Canada Evidence Act, Youth Criminal Justice Act, Criminal Code of Canada, Disclosure Guidelines, and others; seeking advice where needed.         </p>	<p>           References the Criminal Code of Canada to ensure the charge approval is accurate and references the Rules of Court to ensure the scheduled flow of legal documentation through the court system.         </p>				<p>           Reviews and interprets legislation and analyses complex reports and caselaw to make decisions of relevance or probative value relating to a case.         </p>



Legislation (LSB)	s/a			References the Rules of Court.	Consults relevant legislation to ensure documents are drafted correctly/ proper legal documentation.	Consults relevant legislation to make sure documents are drafted correctly/ proper legal documentation.		Functions as the group's systems contact including payroll and leave management systems to arrange user access and IDs, and to perform routine systems troubleshooting.  Coordinates building maintenance services, office facilities, space planning and accommodation requests for the group, working with the facilities manager on any site-specific matters or projects.	Reviews and interprets legislation and analyzes complex reports and caseload to make decisions of relevance or probative value relating to a case.
Document prep (BCPS)	Performs particular duties by setting up legal files for new charges and attaching legal documents.  Sorts decisions from remand court (i.e. adjourned back to remand court, fixed trial dates, disposed of cases, etc.) and forwards files to the appropriate office.  Provides remand court services duties by setting up files daily, matching files to court lists and forwarding to Counsel before court begins.	Prepares a variety of legal documents (i.e. affidavits, subpoenas, factums, indictments, applications and orders, etc.) from hand-written notes and/or audio tape.  Prepares books of authorities; and orders and logs transcript requests.	Drafts a variety of legal documents for Crown Counsel review and approval including Notices of Motion, Affidavits, Admissions of Fact, Wiretap Applications, Notices of Appeal and Notices of Applications for Leave to Appeal, appeal documents, sealing/unsealing orders, indictments, Subpoenas, Submissions and petitions. Prepares books of authorities; and orders and logs transcript requests.  Prepares legal case files for major cases for counsel review.  Produces concise document summaries for paralegals and Crown Counsel to assist in the expedient review of documents.	Drafts a variety of legal documents (i.e. affidavits, subpoenas, factums, indictments, applications and orders, etc.) from hand-written notes and/or audio tape.	Drafts legal documents such as Notices of Motion, Affidavits, Admissions of Fact, Wiretap Applications, Notices of Appeal to Leave, Factums, appeal documents, indictments, Subpoenas, Submissions and petitions.	Drafts legal documents such as Notices of Motion, Affidavits, Admissions of Fact, Wiretap Applications, Notices of Appeal to Leave, Factums, appeal documents, indictments, Subpoenas, Submissions, and petitions.	Drafts legal documents such as Notices of Motion, Affidavits, Admissions of Fact, Wiretap Applications, Notices of Appeal to Leave, Factums, appeal documents, indictments, Subpoenas, Submissions, and petitions.		Prepares criminal case files for Crown Counsel review (including those classified as major cases as assigned) to support the Crown's obligation to disclose to the accused all information relating to their case, whether inculpatory or exculpatory
Document prep (LSB)	Reviews legal documents collected by the investigating agency for disclosure, logs materials, redacts obvious information (i.e. date of birth, names, phone numbers, addresses, etc.) and irrelevant information and prepares files for disclosure to legal counsel.  Prepares a variety of documents and reports in accordance with government policies and procedures using desktop tools such as Word, Excel, PowerPoint and Outlook.	Provides legal assistance and support by drafting/typing legal documents (i.e. Bills of Cost, Trial Brief, Chambers Records, Notices of Examination for Discovery, Subpoenas, Factums, Affidavits, registration documents, commercial and corporate documents) and ensures legal documentation complies with statutory/judicial legal standards and Rules of Court.	Drafts a variety of legal and other documents for counsel review and approval such as detailed chronologies, affidavits, factums, book of authorities/orders, Notices of Appeal, Notices of Applications for Leave to Appeal, appeal documents, petitions, motions, requisitions, legal submissions, various types of court registry and/or administrative tribunal documents, contracts and agreements.  Produces concise document summaries for paralegals and legal counsel to assist in the expedient review of documents.  Prepares briefing documents, briefing notes and summaries of legal files and takes necessary actions to escalate issues when required.  Manages production of information and documentation for outside counsel or other third parties.	Prepares and completes routine legal documents for submission to various authorities in compliance with relevant statutory and policy requirements.  Ensures a consistent approach to document production in compliance with the Supreme Court Civil Rules and Administrative Tribunal Rules.	Prepares and completes routine legal documents for submission to various authorities in compliance with relevant statutory and policy requirements including basic pleadings.  Ensures a consistent approach to document production in compliance with relevant statutes or regulations, including the Supreme Court Civil Rules and Administrative Tribunal Rules.	Drafts legal documents for review and approval by legal counsel and maintains related precedents to assist with drafting.  Reviews information for the purpose of document disclosure by gathering and verifying all relevant/privilege information and reviewing in conjunction with related legislation.  Manages and coordinates document production and disclosure.  Prepares relevant documents in compliance with applicable Acts for filing with various registries. Drafts affidavits and pleadings.	Drafts legal documents for review and approval by legal counsel and maintains related precedents to assist with drafting.  Prepares relevant documents in compliance with applicable Acts for filing with various registries. Drafts affidavits and pleadings.  Manages and coordinates document production and disclosure.  Reviews and notifies legal counsel regarding inaccuracies with legal documents or documentation and prepares recommendations for resolution.		

Coordination/preparation (BCPS)	Performs file clerk duties in the courtroom to support Crown Counsel, as required.		Organizes the legal case file for counsel or paralegal review, ensuring all relevant documents and evidentiary materials are included, in order to meet court hearing schedules; identifies issues for counsel's attention as needed.	Prepares books of authorities; and orders and logs transcript requests					
Coordination/preparation (SR)	Makes travel arrangements and appointments for staff, books meetings and conference rooms.	Sets down case management conferences, hearings, trials, pre-trials, examinations for discovery, examinations in aid of execution, mediations and arbitrations in consultation with opposing counsel, trial coordinator offices, clients and lay litigants. Prepares files and coordinates with legal counsel.	Organizes and manages barrister and solicitor legal files and legal documents including assisting in the closing of complex transactions, preparing records for registration, assisting in the preparation and management of a multi-party closing agenda, closing procedures agreement(s), managing the preparation of documents for execution including escrow arrangements, the preparation of closing binders and managing post-closing deliveries.  Manages all scheduling and deadlines for lawyers.	Keeps informed on matters before the courts and updates trial, hearing and appeal lists to coordinate work in the office and to ensure case deadlines are met.			Oversees all courtroom and administrative tribunal preparations, prepares court orders and sets up all multimedia technology required by counsel for Court or tribunal.		Oversees all courtroom and administrative tribunal preparations, prepares court orders and sets up all multimedia technology required by counsel for Court or tribunal.
Court responsibilities (BCPS)	Provides remand court services duties by setting up files daily, matching files to court lists and forwarding to Counsel before court begins.	Prepares and arranges filing of court documents and ensures proper presentation of material for court	Organizes and prepares multimedia for courtroom or tribunal presentations, as required, and may assist Counsel in set-up of courtroom equipment and/or technology access; assists with testing equipment and troubleshooting issues, if requested, to ensure court proceedings are not delayed or interrupted.  Prepares the case file, documents, exhibits and Books of Authorities for use at bail hearings, preliminary inquiries and trials; prepares copies of materials for the trial and case books and exhibits for the jury and witnesses.	Prepares and arranges filing of court documents and ensures proper presentation of material for court.	Organizes Crown files, documents, exhibits and Books of Authorities for use at bail hearings, preliminary inquiries, and trials and closes files as agreed.	Oversees courtroom preparations, ensures all Court Orders have been issued and sets up all multimedia technology in Court.	Organizing Crown files, documents, exhibits and Books of Authorities for use at bail hearings, preliminary inquiries, and trials. Organizes exhibits, documents and books of authorities for use at trial or hearings and assists with and attends court and tribunal proceedings.  Serves subpoenas and other court documents.		Organizes exhibits, documents and books of authorities for use at trial or hearings and assists with and attends court and tribunal proceedings.



Court responsibilities (LSB)	n/a	Arranges court dates for hearings, trials, case management conferences and file proceedings.	Organizes and prepares multimedia for courtroom tribunal presentations or legal presentations, as required, and may assist Counsel in set-up of courtroom equipment and/or technology access; assists with testing equipment and troubleshooting issues, if requested, to ensure court or tribunal proceedings are not delayed or interrupted. Prepares materials for client meeting, drafting sessions, legal education sessions court or tribunal proceedings.		Attends Examinations for Discovery and assists with note taking, managing documents and exhibits.		Gathers and organizes all evidence required to be produced in accordance with court or tribunal requirements and may attend at Court or tribunal hearings to assist LSB counsel.		Gathers and organizes all evidence required to be produced in accordance with court or tribunal requirements and may attend at Court or tribunal hearings to assist LSB counsel. Organizes exhibits, documents and books of authorities for use at trial or hearings and assists with and attends court and tribunal proceedings.
Witness Mgmt (BCPS)		Performs the witness management function by locating and notifying witnesses, arranging appointments and travel requirements; and processes witness expenses for witnesses and/or expert witnesses.	Manages witnesses required at legal proceedings, including locating and notifying witnesses, explaining court processes and using persuasive communication as needed to ensure witnesses attend Court hearings on scheduled dates, and arranging appointments, travel and processing applicable expenses.	Performs the witness management function by locating and notifying witnesses, arranging appointments and travel requirements; and exercises as per se authority.		Assists with the witness management process by identifying expert witnesses, encouraging witnesses to make a statement and appear in court and analyzing witness evidence	Manages the witness management process by identifying expert witnesses, encouraging witnesses to make a statement and appear in court, analyzing witness evidence, and explaining trial outcomes. Observes and participates in the interview process or debriefing meetings between Crown Counsel and investigating officers for the purposes of obtaining information on further developments in the case, including obtaining updated statements from witnesses.		Identifies, interviews and prepares witnesses for testimony, evaluates evidence, determines critical issues and leads documentation control of case files, including making recommendations on relevance and privilege that may be relied upon by the lawyer in production of documents in the proceeding.
Witness Mgmt (JCS)	n/a	Coordinates and schedules witnesses, arrange for interviews, arrange for travel, arrange for retainer fees to be paid.	Manages witnesses required at legal proceedings, including locating and notifying witnesses, explaining court and tribunal processes and using persuasive communication as needed to ensure witnesses attend Court and tribunal hearings on scheduled dates, and arranging appointments, travel and processing applicable expenses.	n/a		Manages case files, including assisting with preparation of client witnesses for Examinations for Discovery, trials and tribunal hearings.	Manages case files, including assisting with preparation of client witnesses for Examinations for Discovery, trials and tribunal hearings.		Manages case files, including assisting with preparation of client witnesses for Examinations for Discovery, trials and tribunal hearings. Identifies, interviews and prepares witnesses for testimony, evaluates evidence, determines critical issues and leads documentation control of case files, including making recommendations on relevance and privilege that may be relied upon by the lawyer in production of documents in the proceeding.
Comms/ Inquiry response (BCPS)	Responds to general inquiries regarding new charges from court staff, police, defence lawyers, probation officers, Crown Counsel and the public and delivers particulars to defence counsel.	Responds to inquiries from members of the public, witnesses and accused (often under emotional stress and/or demonstrating hostile behaviour). Maintains a Bring Forward System for assigned legal counsel to ensure timely response to correspondence, compliance with limitation periods and attendance at appointments.	Manages interactions with persons presenting at the office or over the telephone; employs techniques to respond to various states of emotional distress including hostility, frustration and grief; seeks support from senior staff, supervisor, where needed; provides referrals to external support resources where available. Arranges meetings with deponents who will be swearing affidavits, meet with them to ensure that they understand the process.	Responds to inquiries from members of the public, witnesses and accused (often under emotional stress and/or demonstrating hostile behaviour).	Assists with the witness management process by notifying witnesses of court dates and explaining court processes.	Writes routine correspondence on a variety of legal matters related to case files such as requests for information, business records checks, and death certificate requisitions.			

Comm/ Inquiry response (LSB)	Responds to general inquiries from a variety of sources and delivers particulars to legal counsel.	n/a	Drafts correspondence and manages communications for the legal team.	n/a			Prepares and communicates with witnesses for court or tribunal.	Responds to enquiries from client ministries when the subject matter is beyond the LOMs scope of expertise.  Responds to issues escalated by staff, including managing public interactions and mentors and trains staff on communication techniques.	Coordinates, prepares and communicates with witnesses for court or tribunal.
Research (BCPS)			Performs legal research, such as searching for precedents, using databases, online legal resources (including QuickLaw), library materials, and applicable legislation and case law; as requested by counsel and/or paralegals.		Conducts basic legal research and searches on computer databases and prepares concise document summaries.	Performs preliminary research and analysis in relation to case law to determine comparability to trial cases and prepares summaries.	Performs research and analysis in relation to case law and develops options and recommendations for the lawyer to consider.  Files requisitions with criminal registry for set dates (i.e. trials, hearings, adjournments and removals).		Gathers, analyzes and summarizes information that is relevant to a legal file. May be required to attend meetings and interviews and to perform document research.  Conducts comprehensive legal research and analysis on a variety of complex legal issues where precedents are limited in number and are not directly available and prepares summaries and recommendations, including assessment of risk.
Research (LSB)	n/a	Conducts on-line searches using various registries and legal databases (i.e. Land Titles Registry, Personal Property Registry, QP Legalize, and QuickLaw) and prepares reports on findings.	Performs legal and other research, such as searching for precedents, using databases, online legal and other resources (including QuickLaw, Court Services Online, BC Online, Land Title Office, etc.), library materials, and applicable legislation, policy documents and case law; as requested by counsel and/or paralegals.			Files legal documents with the Court Registry and ensures all information is complete and accurate.	Performs research and analysis in relation to case law and develops options and recommendations for the lawyer to consider.  Conducts searches and effects registrations in various government offices and registries (i.e. Court Registries, Corporate Registry, Land Title Office, Personal Property Security Registry, the Probate Registry and Ships Registry).	Researches issues and matters as requested (e.g. Human Rights files for client ministries, legislation searches etc.)	Conducts comprehensive legal research and analysis on a variety of complex legal issues where precedents are limited in number and are not directly available and prepares summaries and recommendations, including assessment of risk.



Review and Analysis (RCPS)	Reviews legal documents collected by the investigating agency for the purpose of disclosure, logs materials, redacts obvious information (i.e. date of birth, names, phone numbers, addresses, etc.) and irrelevant information (final review by Crown Counsel) and prepares files for disclosure to defence counsel.  Reviews legal documents and data entered into JUSTIN and confirms court dates, prints reports and identifies missing information/errors.	Reviews legal documents, photographs, audio or videotaped statements collected by the investigating agency for the purpose of disclosure, logs materials, redacts privileged information and irrelevant information (for final review by Crown Counsel) and prepares files for disclosure to defence counsel.	Reviews/evaluates/analyzes evidentiary materials, often of a disturbing and graphic nature, including police reports, victim statements, surveillance videos, photographs, social media and cell phone records and materials from other sources; identifying gaps/inconsistencies and following up directly with police agencies and other agencies to resolve.	Reviews legal documents, photographs, audio or videotaped statements collected by the investigating agency for the purpose of disclosure, logs materials, redacts privileged information and irrelevant information (for final review by Crown Counsel) and prepares files for disclosure to defence counsel.	Locates transcripts and requests files from off-site and pulls relevant information for review and analysis by a Paralegal.	Reviews transcripts of proceedings and identifies statements from witnesses that may be relevant to the case and identifies inconsistencies.	Reviews and interprets legal case studies/information for the preparation of reports (i.e. statistical summaries and fact sheets) for counsel.  Reviews transcripts of proceedings and analyzes statements from witnesses to determine relevance to the case and identifies inconsistencies.		Reviews and notifies counsel regarding inaccuracies with legal documents and prepares recommendations for resolution.  Analyzes and interprets info and identifies risks and potential impacts and prepares recommendations for resolution to counsel.
Review and Analysis (LSB)	n/a	Reviews and prepares drafts of legal documents including pleadings, affidavits, legal submissions, corporate and commercial contracts, and correspondence.	Reviews transcripts of testimony provided by witnesses and creates reports summarizing the pertinent information revealed through that testimony.	n/a	Undertakes basic document coding, preparation for witness examination and general trial and hearing preparation. Produces concise document summaries for Paralegal and Legal Counsel to assist them in expedient review of documents.	Locates and analyzes documents to determine relevance to issues identified by legal counsel. Undertakes document review and coding, including for issue analysis.	Reviews information for the purpose of document disclosure by gathering and verifying all relevant/privileged information and reviewing in conjunction with related legislation.  Conducts searches and effects registrations in various government offices and registries (i.e. Court Registries, Corporate Registry, Land Title Office, Personal Property Security Registry, the Probate Registry and Ships Registry).		Analyzes and interprets information and identifies risks and potential impacts and prepares recommendations for resolution to legal counsel.  Conducts comprehensive legal research and analysis on a variety of complex legal issues where precedents are limited in number and are not directly available and prepares summaries and recommendations, including assessment of risk.
Decisions (RCPS)									Reviews and interprets legislation and analyzes complex reports and case law to make decisions of relevance or probative value relating to a case.
Decisions (LSB)	n/a								n/a
Victim support (RCPS)		Locates victims and shares information pursuant to the Victims of Crime Act and explains what resources are available to them for assistance and support (i.e. RCMP victim services, women's centres, etc.)	Locates victims and shares information pursuant to the Victims of Crime Act, explains available resources (i.e. RCMP victim support, etc.).	Locates victims and shares information pursuant to the Victims of Crime Act and explains what resources are available to them for assistance and support (i.e. RCMP victim services, women's centres, etc.).					

Victim support (LSB)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Records Mgmt (BCPS)	Conducts records management functions by classifying and storing records.	Conducts records management functions by classifying and storing records.  Closes legal records (i.e. trial, hearing appeal), ensures dispositions are noted accurately and updates precedent records and files.	Utilizes a variety of case management tools and technologies to accurately maintain file records, including the use of JUSTIN, Ringtail and other systems, programs and applications; trains and remains current on new technologies and frequent technology up-grades.	Coordinates the management of all legal files for the office and sets up and maintains a records management system including the storage, retrieval and destruction of records.	Gathers all case information in relation to electronic information management.	Reviews all case information in relation to electronic information management procedures and ensures the proper presentation of material.	Ensures the integrity of all case information by developing electronic information management procedures, removing sensitive information and ensuring the proper presentation of material.	Coordinates the effective flow of documentation and communication between Crown Counsel staff and legal support services staff.  Maintains records management systems in various field offices.	
Records Mgmt (LSB)	Performs the clerk duties by setting up and maintaining legal files and related systems.  Conducts records management functions by classifying and storing records and maintaining related systems.	Maintains a records management system including the disposal, archiving, retrieval and security of electronic and hardcopy files.	Utilizes a variety of case management tools, software and technologies to accurately maintain the records, including the use of Summation pro, Legal File, and other systems, programs and applications; trains and remains current on new technologies, file management requirements, and frequent technology up-grades.  Organizes and manages lawyers' legal files (both physically and logistically).  Maintains accurate legal files.		Indexes, codes and organizes case files electronically.	Manages computer assisted document organization for files, including reviewing and summarizing transcripts or other documents.	Develops electronic information management procedures ensuring the integrity and the proper presentation of material.  Reduces data inconsistencies, duplication and redundancy by auditing and providing feedback to LOs and other legal support staff on the usage of the Group Standards for file management.	Works with Records Coordinator to manage requests under the Freedom of Information and Protection of Privacy Act (FOIPPA), coordinates searches for documents in accordance with start requirements; consults with supervising counsel to obtain responsive records and manage exceptions to disclosure.  Manages information and records management systems for legal group, including ARCS/VRCS files and trains on procedures.  Works with staff to advocate for quality, integrity and integration of data across varied business areas, and promote understanding of responsibilities relating to the management of information.	
Working Conditions (BCPS)	Has exposure to sensitive and disturbing information/photographs located in criminal justice files.  May be required to drive to local courthouse to deliver/receive legal documents.	Has exposure to sensitive and disturbing information/photographs located in criminal justice files.		Has exposure to sensitive and disturbing information/photographs located in criminal justice files.				Deals with upset or hostile people at the front counter when difficulties arise.	
Working Conditions (LSB)	n/a	n/a	Involves very confidential, sensitive, and privileged information. Exposure to disturbing information related to files.	Involves very confidential, sensitive, and privileged information. Exposure to disturbing information related to files.	Involves very confidential, sensitive, and privileged information. Exposure to disturbing information related to files.	Involves very confidential, sensitive, and privileged information. Exposure to disturbing information related to files.	Involves very confidential, sensitive, and privileged information. Exposure to disturbing information related to files.	Involves very confidential, sensitive, and privileged information. Exposure to disturbing information related to files.	Involves very confidential, sensitive, and privileged information. Exposure to disturbing information related to files.
Other duties (BCPS)			May exercise Deputy Sheriff designation for the service of documents.			Acts as a Deputy Sheriff to serve subpoenas and other court documents.			
Other duties (LSB)	May be required to drive to local courthouse to deliver/receive legal documents.								



Facilities (BCF)				Determines the need for the installation of furniture, equipment and telecommunications products, conducts costing and recommends purchases.				Coordinates the physical set-up of offices, conducts OHS inspections of the workplace and maintains an inventory of physical assets (i.e. furniture, equipment and computer hardware/software).	
Facilities (LSB)	Monitors the inventory of supplies and orders as required.		Arranges for legal team to have required resources.	Determines the need for the installation of furniture, equipment and telecommunications products, conducts costing and recommends purchases.	Arranges for legal team to have required resources.				
Financial/Contracts (BCF)					Conducts costing for legal cases and exercises expense authority for witness expenditures.	Conducts costing for legal cases and exercises expense authority for witness expenditures.	Conducts costing for legal cases and exercises expense authority for witness expenditures.	Prepares costing and resource analysis for new mega case projects and prepares business cases for additional staff or training opportunities.  Exercises expense authority for furniture, equipment and witness expenses.	
Financial/Contracts (LSB)	Monitors the inventory of supplies, equipment and furniture and orders as required.	Prepares documentation for retainer contracts for ad hoc legal counsel.  Proofreads, edits and prepares a variety of commercial contracts.	Draft materials for retainers and travel authorizations.	Exercises spending and expense authority for a range of expenditure types (up to a limit of \$5,000), reconciles incoming statements with purchases and provides monthly summary, and manages a petty cash account of \$500.			Estimates costs for legal files and records time for client billing.	Manages financial activities and provides advice to staff on procedures (e.g. budgets, contract administration, procurement) encourages compliance with government and ministry financial administration and purchasing policies and procedures and exercises expense authority for purchase of supplies and services.  Prepares regular reports and analyzes legal cost recovery charges and trends information for the Group Supervisor to assist in resource utilization and informed decision making.  Reviews all travel authorizations prior to approval by Group Supervisor or Deputy Supervisors to ensure compliance with travel policy, and cost-effectiveness.	Estimates costs for legal files and records time for client billing.

Job Requirements

Education and Experience (BCPS)	<ul style="list-style-type: none"> <li>Grade 12 graduation or equivalent.</li> <li>Experience working in a legal office environment.</li> <li>Ability to use tact and discretion when dealing with sensitive situations, confidential material and demanding and difficult people.</li> </ul>	<ul style="list-style-type: none"> <li>Grade 12 or equivalent; successful completion of legal assistant program or a combination of 4 years education, training, and administrative experience.</li> <li>One year of experience working in a legal office.</li> <li>Preference may be given to those with experience working as a legal assistant in the criminal law field and/or the justice sector.</li> <li>(LSB)</li> </ul>	<ul style="list-style-type: none"> <li>Secondary school graduation or equivalent;</li> <li>Preference for completion of a Legal Assistant certificate or equivalent;</li> <li>Minimum 3 years of recent experience in a legal office environment, preferably with experience in criminal law.</li> </ul>	<ul style="list-style-type: none"> <li>Grade 12 plus legal Assistant certificate or equivalent knowledge and experience in a legal environment.</li> <li>Minimum 4 years in legal office environment.</li> <li>Experience leading teams and staff</li> <li>Demonstrated understanding of Ministry and Branch programs, policies and procedures and provide advice with respect to HR management, administration and operations.</li> <li>Excellent knowledge of legal processes.</li> </ul>	<ul style="list-style-type: none"> <li>3 yrs experience in legal office environment or equiv, 1 yr education in related field.</li> <li>Knowledge of Criminal Code</li> <li>Pass the Capilano Language Proficiency Index Test</li> <li>Knowledge of software tools for legal purposes</li> <li>Knowledge of related legislation</li> <li>Ability to prioritize substantial workload</li> </ul>	<ul style="list-style-type: none"> <li>4 yrs exp in legal office or equivalent</li> <li>1 yr post-secondary in related field, 1 yr Paralegal Clerk Program or equivalent</li> <li>Knowledge of software tools for legal purposes</li> <li>Knowledge of related legislation</li> <li>Ability to prioritize substantial workload</li> </ul>	<ul style="list-style-type: none"> <li>Paralegal Certificate, Diploma or Degree from a recognized institution or equivalent. A Bachelor of Law degree may be considered as an equivalent to a Paralegal Certificate. Candidates will be required to provide proof of completion of a paralegal certificate/diploma/degree or equivalent.</li> <li>(BCPS) 5 years of experience working in a legal office environment with preferred experience working in a criminal justice setting.</li> </ul>	<ul style="list-style-type: none"> <li>Completion of business diploma or legal assistant diploma or equivalent combination of education, training and experience.</li> <li>Experience working in a legal environment or the justice system.</li> <li>Experience supervising staff.</li> <li>Willingness to travel over-night to various office locations.</li> <li>Ability to organize work, set priorities and work under pressure to meet deadlines.</li> <li>Knowledge of human resource policies.</li> <li>Knowledge of the Criminal Justice System and legal terminology.</li> </ul>	<ul style="list-style-type: none"> <li>Paralegal Cert, Dipl or Degree from recognized institution and 10 years exp as Paralegal</li> <li>Knowledge of legal processes, applicable statutes, case law and practice directives</li> <li>Extensive knowledge of Government business processes</li> <li>Ability to prioritize and organize a substantial workload. Preference may be given to candidates with experience in</li> <li>Knowledge of principles of law and concepts of administrative fairness</li> <li>Eg applying Test of Relevance and Proactive Value</li> <li>Knowledge of legal case management software</li> </ul>
Education and Experience (LSB)	<ul style="list-style-type: none"> <li>Grade 12 graduation or equivalent.</li> <li>At least one year of experience working in a legal office environment or two years of experience working in a non-legal office environment.</li> <li>Preference may be given to candidates with the following: <ul style="list-style-type: none"> <li>Courseswork related to legal practices and procedures.</li> <li>Experience working in a government setting.</li> <li>More than the minimum amount of listed experience.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Grade 12 graduation, plus courses related to legal secretarial services or equivalent.</li> <li>Keyboarding speed of 50 words per minute.</li> <li>One year of experience working in a legal office.</li> </ul>	<ul style="list-style-type: none"> <li>Secondary school graduation or equivalent;</li> <li>Completion of a Legal Assistant certificate or equivalent;</li> <li>Minimum three years of recent experience in a legal office environment</li> <li>Keyboarding speed of 50 words per minute</li> </ul>	<ul style="list-style-type: none"> <li>Secondary school graduation, plus legal assistant certificate from recognized institution, or an equivalent of knowledge/ exp in legal env.</li> <li>A min of 4 yrs experience in legal office env</li> <li>Demonstrated understanding of Ministry and Branch programs, policies &amp; procedures and legislation pertinent to the service delivered by the LSB</li> <li>Strong ability to analyze/interpret policies and to provide advice or guidance on policies with respect to all aspects of LSB HR mgmt, admin and operations.</li> <li>Strong ability to identify and analyze future administrative needs, anticipating operational and organizational changes that may impact operations, as well as experience working with senior management in the development and implementation of operational plans and priorities.</li> <li>Excellent knowledge of legal processes.</li> </ul>	<ul style="list-style-type: none"> <li>Secondary school, 1 yr exp in legal office or 4 in non-legal office.</li> <li>Exp processing documents, maintaining records, knowledge of relevant statutes and case law</li> <li>Enrolment in accredited Paralegal program within 6 mos and demonstrable progress</li> <li>Knowledge of software tools and techniques</li> </ul>	<ul style="list-style-type: none"> <li>Secondary school graduation, 2 years of exp in legal office.</li> <li>Successful completion of min 18 credits toward a Paralegal Cert.</li> <li>Demonstrable progress in this education</li> <li>Knowledge of law with basic knowledge of relevant statutes, regulations, case law and practice directives.</li> <li>Knowledge of presentation format of materials required court</li> <li>Knowledge of software for legal purposes</li> <li>Ability to prioritize and organize a substantial workload</li> </ul>	<ul style="list-style-type: none"> <li>Paralegal Certificate, Diploma or Degree from a recognized institution or equivalent. A Bachelor of Law degree may be considered as an equivalent to a Paralegal Certificate. Candidates will be required to provide proof of completion of a paralegal certificate/diploma/degree or equivalent.</li> <li>(LSB) Two (2) years of experience as a Growth Paralegal or equivalent and demonstrated ability to perform the required accountabilities of this position.</li> <li>Ability to prioritize and organize a substantial workload.</li> <li>Knowledge of relevant statutes, regulations, case law and practice directives. [Criminal Code, Rules of Court, Canada Evidence Act]</li> <li>Knowledge of computer software tools and techniques used for legal purposes</li> </ul>	<ul style="list-style-type: none"> <li>Certificate, diploma or degree in public administration, business administration, legal office administration or legal studies combined with one year of experience supervising staff in an office environment.</li> <li>An equivalent combination of education and experience may be considered as follows: <ul style="list-style-type: none"> <li>Certificate, diploma or degree in an unrelated field combined with three years of experience supervising staff in an office environment.</li> <li>One year of experience in facilities management, office management, or administration.</li> <li>One year of experience dealing with highly confidential and sensitive issues.</li> </ul> </li> <li>One year of experience managing multiple, often competing, priorities in a busy office environment.</li> <li>Preference may be given to candidates with: <ul style="list-style-type: none"> <li>Demonstrated experience leading or supporting annual</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Paralegal Certificate, Diploma or Degree from a recognized institution and ten (10) years of experience working as a Paralegal. A Bachelor of Law degree may be considered as an equivalent to a Paralegal Certificate. Candidates will be required to provide proof of completion of a paralegal certificate/diploma/degree or equivalent.</li> <li>In depth knowledge of legal rules and processes, applicable statutes, regulations and case law and practice directives.</li> <li>Ability to prioritize and organize a substantial workload.</li> <li>Extensive knowledge of Government business processes.</li> <li>Preference may be given to candidates with experience in one or more of the following areas: <ul style="list-style-type: none"> <li>Knowledge of the principles of law and concepts of administrative fairness.</li> <li>Experience applying the Test of Relevance and Proactive Value.</li> <li>Knowledge of legal case management software.</li> <li>Occasional travel may be required.</li> </ul> </li> </ul>

**TITLE: SENIOR LEGAL ANALYST**

**CLASSIFICATION: ADMINISTRATIVE OFFICER 14**

**MINISTRY: ATTORNEY GENERAL**

**WORK UNIT: BC PROSECUTION SERVICES**

**SUPERVISOR TITLE: DISTRICT ADMINISTRATOR**

**SUPERVISOR POSITION #: VARIOUS**

## CONTEXT

### JOB OVERVIEW

The Legal Analyst is responsible for providing support to Crown Counsel on serious, sensitive and complex case files in preparation for court proceedings. This position is responsible for performing a variety of legal services with a high degree of independence and under limited supervision. The work is carried out in a high-profile and fast-paced office in which flexibility, teamwork, tact, diplomacy, communication and organization are essential for the efficient, accurate, successful and timely completion of responsibilities.

### ACCOUNTABILITIES

- Prepares legal case files for Special Assignment (major) cases for counsel review including:
  - reviewing/evaluating/analyzing evidentiary materials, often of a disturbing and graphic nature, including police reports, victim statements, surveillance videos, photographs, social media and cell phone records and materials from other sources; identifying gaps/inconsistencies and following up directly with police agencies and other agencies to resolve;
  - Performing disclosure at senior level, vetting disclosure information to be provided to various parties, following Disclosure guidelines and protocols, and performs redaction services that may place victims and/or witnesses at risk or breach other rights such as privacy and confidentiality;
  - referencing various Acts, regulations and guidelines, including but not limited to the [Canadian Victims Bill of Rights](#), [Freedom of Information and Protection of Privacy Act](#), [Canada Evidence Act](#), [Youth Criminal Justice Act](#), [Criminal Code of Canada](#), Disclosure Guidelines, and others; seeking advice where needed.
  - Organizes the legal case file for counsel or paralegal review, ensuring all relevant documents and evidentiary materials are included, in order to meet court hearing schedules; identifies issues for counsel's attention as needed.
- Prepares the case file, documents, exhibits and Books of Authorities for use at bail hearings, preliminary inquiries and trials; prepares copies of materials for the trial and case books and exhibits for the jury and witnesses.
- Performs legal research, such as searching for precedents, using databases, online legal resources (including QuickLaw), library materials, and applicable legislation and case law; as requested by counsel and/or paralegals.
- Drafts a variety of legal documents for Crown Counsel review and approval including Notices of Motion, Affidavits, Admissions of Fact, Wiretap Applications, Notices of Appeal and Notices of Applications for Leave to Appeal, appeal documents, sealing/unsealing orders, Indictments, Subpoenas, Submissions and petitions.

**Date: March 2021**



- Produces concise document summaries for paralegals and Crown Counsel to assist in the expedient review of documents.
- Utilizes a variety of case management tools and technologies to accurately maintain file records, including the use of JUSTIN, Microsoft Excel, Adobe Acrobat, Ringtail and other systems, programs and applications; trains and remains current on new technologies and frequent technology up-grades.
- Manages interactions with persons presenting at the office or over the telephone; employs techniques to respond to various states of emotional distress including hostility, frustration and grief; seeks support from senior staff, supervisor, where needed; provides referrals to external support resources where available.
- Locates victims and shares information pursuant to the [\*Victims of Crime Act\*](#); explains available resources (ie. RCMP victim support, etc.).
- Manages witnesses required at legal proceedings, including locating and notifying witnesses, explaining court processes and using persuasive communication as needed to ensure witnesses attend Court hearings on scheduled dates, and arranging appointments, travel and processing applicable expenses;
- Obtains and organizes multimedia for courtroom presentations, as required, and may assist Counsel in set-up of courtroom equipment and/or technology access; assists with testing equipment and troubleshooting issues, if requested, to ensure court proceedings are not delayed or interrupted.
- Provides training and guidance to Legal Assistants/Secretaries.
- May exercise Deputy Sheriff designation for the service of documents.

## **JOB REQUIREMENTS**

- Secondary school graduation or equivalent;
- Preference for completion of a Legal Assistant certificate or equivalent;
- Minimum 3 years of recent experience in a legal office environment, preferably with experience in criminal law.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Skilled in using diplomacy, discretion and good judgment when dealing with sensitive situations, confidential material and demanding/difficult/irate/distraught citizens;
- Excellent knowledge of the criminal justice system and processes, including the Rules of Court and disclosure processes.
- Excellent knowledge of the Criminal Code of Canada, the Canada Evidence Act, the Youth Criminal Justice Act, the Canadian Victims Bill of Rights, and Freedom of Information and Protection of Privacy Act.
- Competency with a variety of computer applications, including Adobe Acrobat Professional, Microsoft Excel, PowerPoint and Microsoft Word;
- Strong oral and written skills to present information effectively, clearly, correctly, concisely, completely, logically, in a timely manner, at a level and in a format consistent with the audience while maintaining confidentiality;
- Ability to establish and maintain effective working relationships with criminal justice system partners, including police, court services, and victim services, as well as a variety of criminal justice system participants and groups, including people from diverse cultures;
- Ability to organize one's own workload effectively, efficiently and independently;

**Date: March 2021**

- Demonstrated knowledge of legal terminology and recognized standards of business English including grammar, spelling and syntax.

## BEHAVIOURAL COMPETENCIES

- **Analytical Thinking** is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation and determine cause-and-effect relationships ("if...then...") to resolve problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information.
- **Teamwork and Cooperation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.
- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.
- **Listening, Understanding and Responding** is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to both spoken and unspoken or partly expressed thoughts, feelings and concerns of others. People who demonstrate high levels of this competency show a deep and complex understanding of others, including cross-cultural sensitivity.
- **Self-control** is the ability to keep one's emotions under control and restrain negative actions when provoked, faced with opposition or hostility from others, or when working under stress. It also includes the ability to maintain stamina under continuing stress.
- **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.
- **Flexibility** is the ability and willingness to adapt to and work effectively within a variety of diverse situations, and diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situations change, and accepting changes within one's own job or organization.



**TITLE: LEGAL ASSISTANT****MINISTRY: ATTORNEY GENERAL****SUPERVISOR TITLE: CRIMINAL PROSECUTION OFFICE MANAGER****CLASSIFICATION: CLERK 11****WORK UNIT: BC PROSECUTION SERVICE****SUPERVISOR POSITION #: VARIES****CONTEXT**

The context in which the BC Prosecution Service delivers its mandate is complex and rapidly changing. The 2016 Supreme Court of Canada ruling *R. v. Jordan* imposed new presumptive time limits on criminal cases as a way of enforcing an accused person's Charter right to trial within a reasonable time. In addition, the rapid uptake of technology by the public has resulted in exponential increases in criminal investigative material collected by police and other enforcement agencies. These legal and technological developments have heightened the sense of urgency for improving the disclosure process, which can significantly contribute to delay within the criminal justice system and increase workload pressures for police and prosecutors. Most importantly, if charges are stayed due to delay, this can potentially weaken society's confidence in a well-functioning criminal justice system.

Crown Counsel is entrusted with the prosecution of offences and appeals in British Columbia under the [Criminal Code](#) of Canada, the Youth Criminal Justice Act, and provincial regulatory offences. Crown Counsel provide advice to government and police on criminal law matters and develop policies and procedures on issues relating to the prosecution of criminal offences in British Columbia. The responsibilities of Crown Counsel are defined in the [Crown Counsel Act](#) and are guided by the policies of the BC Prosecution Service; Crown Counsel are ultimately accountable to the Assistant Deputy Attorney General (ADAG). Under the Act, the ADAG is head of the BC Prosecution Service and is responsible for the administration of the day-to-day operations of the prosecution service.

**JOB OVERVIEW**

Criminal Prosecution Legal Analysts are responsible for providing support to Crown Counsel on prosecution case files in preparation for court proceedings.

The Analysts support Crown Counsel and/or Criminal Prosecution Paralegals on criminal prosecution files ranging from basic to more serious, sensitive and complex. Depending upon the availability of resources and case load, Criminal Prosecution Legal Analysts at any level may be required to work on more high-profile and sensitive cases, under close supervision by senior staff, supervisors, or Crown Counsel. The accountabilities of Criminal Prosecution Legal Analysts may vary depending upon the location (i.e. large urban office or smaller more remote office) as well as the specialized function of the Crown Counsel office (i.e. Criminal Appeals and Special Prosecutions - CASP).

**ACCOUNTABILITIES**

- Prepares criminal case files for Crown Counsel review to support the Crown's obligation to disclose to the accused all information relating to their case, whether inculpatory or exculpatory, by:
  - reviewing/evaluating/analyzing evidentiary materials, often of a disturbing and graphic nature, including police reports, victim statements, surveillance videos, photographs, social media and cell phone records and materials from other sources; identifying gaps/inconsistencies and following up, upon approval from Crown Counsel, directly with police agencies and other investigate agencies to resolve;
  - obtaining information/legal documentation and following-up, as directed by Crown Counsel, with external agencies such as RCMP, probation, corrections, municipal police forces; reviewing and

**Date: August 2019**



organizing materials, as directed by Crown Counsel, including identifying missing disclosure items such as video or audio records, transcripts of statements and expert witness reports;

- vetting disclosure information to be provided to Defence Counsel and/or accused persons, following Disclosure guidelines and protocols, and redacting information that may place victims and/or witnesses at risk or breach other rights such as privacy and confidentiality;
- referencing various Acts, regulations and guidelines, including but not limited to the [Canadian Victims Bill of Rights](#), [Freedom of Information and Protection of Privacy Act](#), [Canada Evidence Act](#), [Youth Criminal Justice Act](#), *Criminal Code of Canada*, Disclosure Guidelines (including the BCPS Disclosure Manual and Vetting Guidelines), the MOU on Disclosure with Police, Crown Counsel Policy Manual, and others; seeking advice where needed.
- Organizes the prosecution file for Crown Counsel and/or Prosecution Paralegal review, ensuring all relevant documents and evidentiary materials are included, in order to meet court hearing schedules; identifies issues for Crown Counsel attention as needed.
- Organizes Crown files, documents, exhibits and Books of Authorities for use at bail hearings, preliminary inquiries and trials; closes files as per BC Prosecution Service protocol; prepares copies of materials for the trial and case books and exhibits for the jury and witnesses.
- Prepares and formats a variety of legal documents for Crown Counsel review and approval, including Notices of Motion, Affidavits, Admissions of Fact, Wiretap Applications, Notices of Appeal and Notices of Applications for Leave to Appeal, appeal documents, sealing/unsealing orders, Indictments, Subpoenas, Submissions and petitions.
- Performs basic legal research, such as searching for precedents, as requested by Crown Counsel and/or Prosecution Paralegals.
- Utilizes a variety of case management tools and technologies to accurately maintain prosecution file records, including the use of JUSTIN, Microsoft Excel, Adobe Acrobat, Ringtail, and other systems, programs and applications; trains and remains current on new technologies and frequent technology up-grades.
- Manages interactions with persons presenting at the Crown Counsel office or over the telephone; employs techniques to respond to various states of emotional distress including hostility, frustration and grief; seeks support from senior staff, supervisor, or Crown Counsel where needed; provides referrals to external support resources where available.
- Locates victims and shares information pursuant to the [Victims of Crime Act](#); explains available resources (ie. RCMP victim support, etc.).
- Coordinates the witness notification process including locating witnesses who may be indigent, out of the country or otherwise difficult to trace; explains court processes and uses persuasive communication strategies as needed to ensure witnesses attend Court hearings on scheduled dates; arranges the details of travel and accommodation, as required, including the application of expense authority for expenses; arranges the details to accommodate witnesses testifying via video conferencing, where applicable; maintains communication with victims and/or witnesses throughout the life of the prosecution file.
- Arranges requests for equipment in the courtroom, as required, and may assist Crown Counsel in set-up of courtroom equipment and/or technology access; assists with testing equipment and troubleshooting issues, if requested, to ensure court proceedings are not delayed or interrupted.
- Processes requirements for daily arrests/in-custody accused under tight timelines, working closely with Crown Counsel, police agencies, the court registry, sheriffs, and other justice partners.
- May exercise Deputy Sheriff designation for the service of documents as required.
- May provide training and guidance, as required, to more junior Criminal Prosecution Legal Analysts.

**Date: August 2019**



## JOB REQUIREMENTS

- Secondary school graduation or equivalent;
- Completion of a Legal Assistant certificate or equivalent is preferred;
- Experience in a legal office environment (preference for a minimum of 1 year of experience).

## KNOWLEDGE, SKILLS AND ABILITIES

- Skilled in using diplomacy, discretion and good judgment when dealing with sensitive situations, confidential material and demanding/difficult/irate/distraught citizens;
- Competency with a variety of computer applications, including Adobe Acrobat, Microsoft Excel and Microsoft Word;
- Strong oral and written skills to present information effectively, clearly, correctly, concisely, completely, logically, in a timely manner, at a level and in a format consistent with the audience while maintaining confidentiality;
- Ability to establish and maintain effective working relationships with criminal justice system partners, including police, court services, and victim services, as well as a variety of criminal justice system participants and groups, including people from diverse cultures;
- Ability to organize one's own workload effectively, efficiently and independently;
- Demonstrated knowledge of legal terminology and recognized standards of business English including grammar, spelling and syntax.

## BEHAVIOURAL COMPETENCIES

- **Analytical Thinking** is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation and determine cause-and-effect relationships ("if...then...") to resolve problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information.
- **Teamwork and Cooperation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.
- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.
- **Listening, Understanding and Responding** is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to both spoken and unspoken or partly expressed thoughts, feelings and concerns of others. People who demonstrate high levels of this competency show a deep and complex understanding of others, including cross-cultural sensitivity.
- **Self-control** is the ability to keep one's emotions under control and restrain negative actions when provoked, faced with opposition or hostility from others, or when working under stress. It also includes the ability to maintain stamina under continuing stress.
- **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.

## JOB DESCRIPTION

Benchmark Job #112

Ministry: Attorney General  
Branch: Criminal Justice  
Location: Kelowna

Working Title: **Legal Secretary**  
Level: Range 11  
Classification: Clerk Stenographer

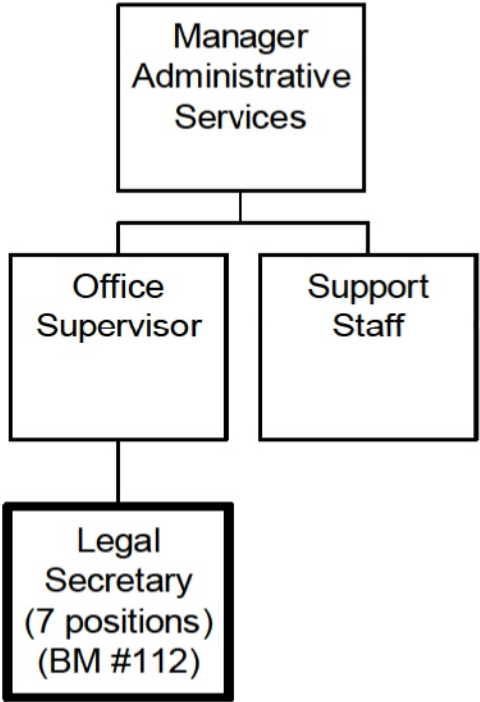
### PRIMARY FUNCTION

To provide administrative, secretarial and legal assistant services to Deputy Regional and Administrative Crown Counsels.

### JOB DUTIES AND TASKS

1. Provides administrative services for Crown Counsels
  - a. opens, updates, maintains, indexes and assembles hard copy and computerized files and records
  - b. searches, obtains and compiles medical/legal reports, criminal records, psychiatric reports, transcripts, statements and other information necessary to prepare case files for trial
  - c. keeps up-to-date on matters before the courts including updating lists of trials, hearings and appeals before the courts
  - d. searches files to compile witness and exhibition lists
  - e. notifies and denotifies civilian and police witnesses by subpoena, telephone or by other means; explains legal rights and responsibilities with witnesses
  - f. obtains information and responds to enquiries from Ministry officials, legal counsel, Judiciary, RCMP, other levels of government, etc.
  - g. reviews files and ensures required documentation is received in advance of court date
  - h. maintains bring forward system for court case deadlines and related administrative matters
  - i. removes unnecessary materials from files upon completion of trials, hearings and appeals ensuring that nothing which may be required in the event of an appeal is lost
  - j. ensures records are closed out, notes dispositions, and updates precedent records and files
  - k. responds to general enquiries relating to court cases from the general public, witnesses and the accused
  - l. makes particulars available to defense counsel ensuring witness confidentiality
  - m. initiates correspondence generated by case files such as requests for information, business records checks, death certificates, etc.; composes routine correspondence on legal matters
  - n. obtains statements and other court documents
2. Provides legal assistant and secretarial services to Crown Counsel
  - a. drafts various legal documents such as Affidavits, appeal documents, Indictments, Subpoenas and Admissions of Fact on a computer
  - b. files praecipe with criminal registry to set trial dates, hearings, adjournments and removals etc.
  - c. advises law enforcement agencies on procedures for servicing documents within time limitations
  - d. keyboards various confidential material such as Affidavits, Applications, Orders, letters, memoranda and reports from hand-written notes and/or dictation machine
  - e. arranges appointments for Crown Counsel with witnesses and defense counsel
  - f. ensures proper presentation of materials for higher court levels and files court documents in registries
3. Performs other related duties
  - a. provides formal training to junior staff on legal procedures
  - b. compiles statistics on court cases as required
  - c. orders and maintains office and law library books and supplies





## REASON FOR CLASSIFICATION

Benchmark Job #112

Job Title: Legal Secretary

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<b>JOB KNOWLEDGE</b> Understand and apply the accepted methods of civil and criminal law processes to provide administrative, secretarial and legal assistant support to Crown Counsel and to search, compile, index and assemble statements, records, transcripts and reports for court files.	E	145
2	<b>MENTAL DEMANDS</b> Judgement to assess court requirements and choose an approach using a combination of accepted court procedures and legal terminology to draft court documents, search and compile statements, reports and documents to prepare legal files for trial.	D	100
3	<b>INTERPERSONAL COMMUNICATION SKILLS</b> Discretion required to exchange information needing an explanation of legal rights and responsibilities with witnesses testifying in court.	C	30
4	<b>PHYSICAL COORDINATION AND DEXTERITY</b> Significant coordination and dexterity required to use a computer to produce legal documents and letters with speed and accuracy.	D	22.5
5	<b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by specific procedures, select a course of action to complete assignments using previous instruction to provide legal assistant support to Crown Counsel, search out, compile, index and assemble relevant documentation for court files, prepare correspondence and legal documents and monitor time limits to ensure cases are not lost or delayed.	C	50
6	<b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> No financial responsibility.	A	5
7	<b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Moderate responsibility to set up and maintain a project information system of legal case files and administrative files.	C	15

## REASON FOR CLASSIFICATION

Benchmark Job #112

Job Title: Legal Secretary

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to provide formal training to junior staff on legal procedures.	B	9
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Responsibility for own well-being and safety in a low risk environment.	A	5
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused sensory concentration to frequently visually focus on source documents.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently keyboard with speed and accuracy to produce a variety of legal documents and letters.	C	12
12	<b>SURROUNDINGS</b> Exposure to office setting with minimal disagreeable elements.	A	2
13	<b>HAZARDS</b> Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 411.5

Level: Range 11



## JOB DESCRIPTION

Benchmark Job #113

Ministry: Attorney General  
Branch: Criminal Justice  
Location: Kamloops

Working Title:  
Level:  
Classification:

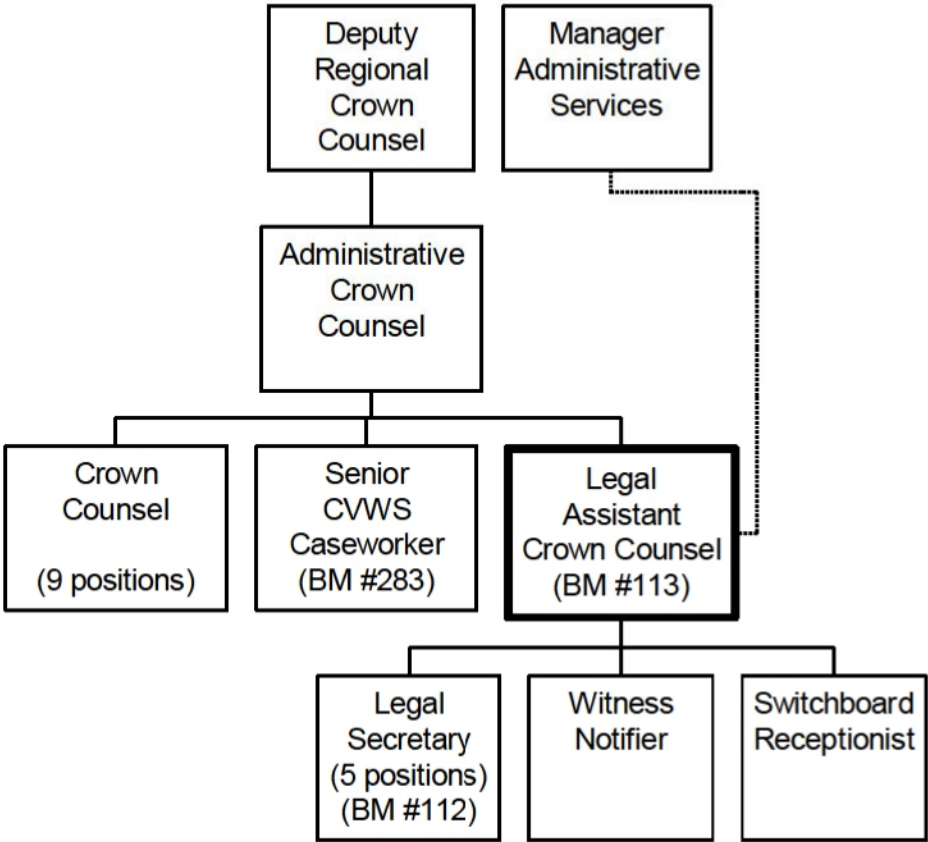
**Legal Assistant - Crown Counsel**  
Range 14  
Administrative Officer

### PRIMARY FUNCTION

Provides legal assistant, financial, human resources and general administrative services to local Crown Counsel and satellite offices.

### JOB DUTIES AND TASKS

1. Provides legal assistant services to Crown Counsel
  - a. provides legal assistant services to Crown Counsel on sensitive prosecutions by searching reference books, statutes, appeals decisions, etc. and identifying case authorities on procedural, evidentiary and sentencing issues
  - b. provides advice and guidance to legal secretaries on legal precedent, procedures and requirements and responds to escalated difficult cases
  - c. obtains documents (e.g., criminal records, psychiatric/medical/legal reports) needed to prepare cases for trial
  - d. indexes case authorities in law library records and Quick Law database
  - e. develops and maintains precedent systems and advises Crown Counsel staff on their use
  - f. compiles trial books/disclosure or particulars and organizes Crown files, documents/exhibits and Books of Authorities for use at trial
  - g. drafts and arranges for filing of legal and service documents (subpoenas, Affidavits, Wiretap Applications)
  - h. keeps informed on matters before the courts and updates trial, hearing and appeal lists to ensure case deadlines are met
  - i. responds to enquiries on the criminal justice system or court cases from various groups (public, witnesses, etc)
  - j. ensures records are closed, notes dispositions and updates files and precedent records on completion of trials
  - k. deals with upset and/or hostile clients referred by front counter staff
2. Coordinates Witness Management Program for Provincial and Supreme Court
  - a. sets up interviews for witnesses prior to court and makes travel/hotel and other arrangements
  - b. establishes and maintains invoice verification system for witness expenses
  - c. ensures confidentiality and protection are arranged for vulnerable witnesses
  - d. locates reluctant, hostile or missing witnesses and arranges for service of subpoena
  - e. determines eligibility, estimates and authorizes witness expenses such as cash advances and travel expenses
3. Performs financial, material and general administrative functions
  - a. provides cost data on resource requirements, monitors expenditures and identifies budget variances
  - b. assesses facilities, equipment, telecommunications and information systems needs, coordinating purchases, installation and repair and arranges for disposal of surplus assets
  - c. arranges contracting of ad hoc legal counsel by preparing approval requests and retainer contracts
  - d. oversees the verification, audit and processing of accounts payable and travel expenses
  - e. approves payment for office supplies and exercises purchasing authority for VISA expenditures
4. Supervises legal secretaries and administrative support staff
  - a. recruits, interviews and selects staff of 7 FTEs
  - b. orients staff and plans and implements job training
  - c. develops work plans, standards and priorities and assigns/coordinates work
  - d. establishes performance standards, appraises employee performance and takes disciplinary action
5. Participates in special projects
  - a. assists the Administrative Crown Counsel and Regional Manager, Administrative Services in the planning/implementation of new projects such as Criminal Caseflow Management Rules
  - b. identifies the need for and develops and implements new/streamlined administrative procedures



## REASON FOR CLASSIFICATION

Benchmark Job #113

Job Title: Legal Assistant – Crown Counsel

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<b>JOB KNOWLEDGE</b> Understand the goals and objectives of the Criminal Justice System and Branch programs to provide legal assistant services to Crown Counsel on sensitive prosecutions and provide advice and guidance to legal secretaries on escalated cases and issues.	F	190
2	<b>MENTAL DEMANDS</b> Judgement to apply structured study and analysis of file material such as criminal records and medical reports and relevant case authorities and choose an approach using a combination of accepted legal procedures and terminology to provide legal assistant services to Crown Counsel.	E	150
3	<b>INTERPERSONAL COMMUNICATION SKILLS</b> Persuasion required to use basic counselling skills to discuss and explain employee performance problems with workers and provide advice for improvement.	D	45
4	<b>PHYSICAL COORDINATION AND DEXTERITY</b> Moderate coordination and dexterity required to use a computer to produce a variety of court documents with some requirement for speed to meet deadlines.	C	15
5	<b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by general procedures or instructions, selects alternative courses of action to provide legal assistant services, prepare court documents, coordinate administrative staff and coordinate the Witness Management Program.	D	75
6	<b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Moderate financial responsibility to provide cost data for input to budgets, determine eligibility and estimate and authorize witness expenses, such as cash advances and travel expenses.	D	22.5
7	<b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Considerable responsibility to control processes that ensure the content and quality of legal documentation prepared by unit staff meet court standards.	E	33



## REASON FOR CLASSIFICATION

Benchmark Job #113

Job Title: Legal Assistant – Crown Counsel

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise support staff, appraise employee performance and take disciplinary action (7 FTEs).	DF	21
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Limited care and attention to calm and reassure witnesses who may be upset and deal with upset/irate clients.	B	10
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused sensory concentration to frequently visually focus on screen to produce a variety of legal documents and letters.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently keyboard with speed and accuracy to produce a variety of legal documents and letters.	C	12
12	<b>SURROUNDINGS</b> Exposure to regular unpleasant dealings with upset witnesses, clients and public.	B	4
13	<b>HAZARDS</b> Moderate exposure to hazards from regular possibility of physical violence from hostile witnesses in Crown Counsel office.	C	6

Total Points: 595.5

Level: Range 14

## Position Data

Read Only

Position Title: Senior Legal Analyst Plan: PSJEP Case Status: Closed  
Case #: 23804 CHIPS #: -  
Ministry: ATTRNY GEN Division: -  
Branch: BC Prosecution Services Section: -  
Work Family: Legal Services Work Stream: Legal Administration & Support Services  
Current Class: Not Previously Classified (Before) Current Salary: \$0.00 (Before)  
Approved Class: Administrative Officer 15 (After) Approved Salary: \$58,345.59 (After)  
Impacted Positions: 55  
Estimated Annual Impact: \$3,979,169.24 (including the cost of benefits)

## Related Documents

Description [71178](#): 4 Job Profile Sr Legal Analyst - BCPS 2021.docx

Quality: RELIABLE

## Staffing Criteria

## Competency Profile

Rationale [71179](#): 2 Sr Legal Analyst BCPS Rationale 20210225.docxWorking Paper [74467](#): Working Paper Various Sr Legal Analyst Communication to AG 20210917.docxWorking Paper [71175](#): 3 Legal Admin Job Stream.xlsxWorking Paper [71177](#): 1 Response Sr Legal Assistant LSB.docxWorking Paper [71602](#): Senior Legal Analyst response.msgWorking Paper [74807](#): Working Paper Senior Legal Analyst BCPS\_LSB.msg

Working Paper

## Diary Entry Data

File Location: BCPSA

Assigned To: File Room Date: 14-Apr-2021

Action/Reason: Approval Notice

Points: 554

Range: 15

CRM Ticket # 210901-000809

1 JK	2 MD	3 IC	4 PC	5 WA	6 FR	7 PA	8 HR	9 WB	10 SE	11 PE	12 SR	13 HZ
F	E	C	C	D	D	D	A	B	C	C	B	C

## Comments

Client advised of AO 14 approval through email (attached). This review was set up to replace the review in eclass 22285. The Committee approval is based on the current compliment of 275 Legal Admin positions in BCPS, this translates to 55 dedicated Senior Legal Analyst positions, representative of a 1:5 ratio. See working documents for details. Position numbers can be created under those conditions.

Priority: Normal

Keyword: -

OK

## **Hausmann, April CITZ:EX**

---

**From:** Faller, Warren PSA:EX  
**Sent:** October 6, 2021 1:21 PM  
**To:** Witton, Lana PSA:EX  
**Subject:** FW: Request

Do you mind putting this email also as a working paper.

**Warren Faller**

**Manager, Job Evaluation Governance and Appeals**

Total Compensation | Employee Relations and Total Compensation | BC Public Service Agency

Fifth Floor, 1011 Fourth Avenue | Prince George, BC | V2L 4H9 | Phone **778.349.2381**

[AskMyHR](#) | 250.952.6000 | Toll Free 1.877.277.0772



**Note: This message is confidential and may not be disclosed to anyone without the express written consent of the sender**

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**From:** Holder, Catherine AG:EX <Catherine.Holder@gov.bc.ca>  
**Sent:** September 1, 2021 1:45 PM  
**To:** Faller, Warren PSA:EX <Warren.Faller@gov.bc.ca>  
**Cc:** Bulosan, Angelique AG:EX <Angelique.Bulosan@gov.bc.ca>  
**Subject:** RE: Request

Good afternoon Warren,

I hope this email finds you well.

I wanted to touch base with you to provide you an update of where we are on implementation of the recently approved Senior Legal Analyst positions. BCPS is ready to move forward with the implementation of the newly classified positions at the 15 level and myself and my colleague Angelique Bulosan (cc'd here) will be supporting them through the process.

Because existing positions were not re-classified, the grid 15 positions will be posted (internal to the branch) and competed for through a merit based process. The branch will be conducting internal competitions to fill these positions, beginning early this Fall. It has been communicated to staff that these will be replacements/alignments, not new additional new positions. Our intent is to take this opportunity to "clean up" chips data, by creating new position numbers for all of the Senior Legal Analyst, grid 15 roles. Once staff are confirmed in their Senior Legal Analyst roles we will clean up chips and deactivate the old position numbers (Major Trial Legal Assistant, grid 15's and any successfully



competed Legal Assistants, grid 11's). This is will support accurate position and employee data going forward, a clean slate if you will.

At this time, I have not confirmed the same for Legal Services Branch, but anticipate it will be something similar. I will let you know once they are ready to implement.

Kind regards,

**Catherine Holder, CPHR (she/her)**

Director, Strategic Human Resources

Corporate Management Services Branch, Justice and Public Safety Sector

Victoria, British Columbia

Phone: 778-698-3539 | [Catherine.holder@gov.bc.ca](mailto:Catherine.holder@gov.bc.ca)



*I would like to acknowledge that the land on which I work in southern Vancouver Island and the south Gulf Islands is located in the traditional territories of the Ləkʷəŋən (Esquimalt and Songhees), Malahat, Pacheedaht, Scia'new, T'Sou-ke and WSÁNEĆ (Pauquachin, Tsartlip, Tsawout, Tseycum) peoples. I acknowledge our traditional hosts and honour their welcome and graciousness to those who work, live, and play here.*

---

**From:** Holder, Catherine AG:EX

**Sent:** Friday, July 9, 2021 9:47 AM

**To:** Faller, Warren PSA:EX <[Warren.Faller@gov.bc.ca](mailto:Warren.Faller@gov.bc.ca)>

**Subject:** RE: Request

Good morning Warren,

Thank you for sending this along, I do appreciate it. I will be taking this to our Executive and as you requested we will keep you apprised of implementation etc.

Kind regards,

**Catherine Holder, CPHR (she/her)**

Director, Strategic Human Resources

Corporate Management Services Branch, Justice and Public Safety Sector

Victoria, British Columbia

Phone: 778-698-3539 | [Catherine.holder@gov.bc.ca](mailto:Catherine.holder@gov.bc.ca)



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---

**From:** Faller, Warren PSA:EX <[Warren.Faller@gov.bc.ca](mailto:Warren.Faller@gov.bc.ca)>  
**Sent:** Friday, July 9, 2021 9:18 AM  
**To:** Holder, Catherine AG:EX <[Catherine.Holder@gov.bc.ca](mailto:Catherine.Holder@gov.bc.ca)>  
**Subject:** RE: Request

Hi Catherine, please find attached the approval for position allocation/ratio of the Senior Legal Analyst, in BC Prosecution Services and Legal Services Branch.

I've included some implementation notes and recommendations on messaging, and ask that prior to implementing that I'm advised of the ministry commitment, so that I have an opportunity to consult with the BCGEU prior to any announcement.

Thanks, Warren

**Warren Faller**  
Manager, Job Evaluation Governance and Appeals  
Total Compensation | Employee Relations and Total Compensation | BC Public Service Agency  
Fifth Floor, 1011 Fourth Avenue | Prince George, BC | V2L 4H9 | Phone 778.349.2381  
[AskMyHR](#) | 250.952.6000 | Toll Free 1.877.277.0772



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**From:** Holder, Catherine AG:EX <[Catherine.Holder@gov.bc.ca](mailto:Catherine.Holder@gov.bc.ca)>  
**Sent:** July 8, 2021 9:55 AM  
**To:** Faller, Warren PSA:EX <[Warren.Faller@gov.bc.ca](mailto:Warren.Faller@gov.bc.ca)>  
**Subject:** RE: Request

Thanks Warren,

If there is anything I can do to help expedite this request, please let me know.

Kind regards,

**Catherine Holder, CPHR (she/her)**  
Director, Strategic Human Resources  
Corporate Management Services Branch, Justice and Public Safety Sector  
Victoria, British Columbia



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Page 46 of 55



**Catherine Holder, CPHR (she/her)**

Director, Strategic Human Resources

Corporate Management Services Branch, Justice and Public Safety Sector

Victoria, British Columbia

Phone: 778-698-3539 | [Catherine.holder@gov.bc.ca](mailto:Catherine.holder@gov.bc.ca)



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---

**From:** Faller, Warren PSA:EX <[Warren.Faller@gov.bc.ca](mailto:Warren.Faller@gov.bc.ca)>

**Sent:** Monday, July 5, 2021 2:33 PM

**To:** Holder, Catherine AG:EX <[Catherine.Holder@gov.bc.ca](mailto:Catherine.Holder@gov.bc.ca)>

**Subject:** RE: Request

Hi Catherine I am just working on at the moment. I'll give you an update shortly

**Warren Faller**

**Manager, Job Evaluation Governance and Appeals**

Total Compensation | Employee Relations and Total Compensation | BC Public Service Agency

Fifth Floor, 1011 Fourth Avenue | Prince George, BC | V2L 4H9 | Phone 778.349.2381

[AskMyHR](#) | 250.952.6000 | Toll Free 1.877.277.0772



**Note:** This message is confidential and may not be disclosed to anyone without the express written consent of the sender

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**From:** Holder, Catherine AG:EX <[Catherine.Holder@gov.bc.ca](mailto:Catherine.Holder@gov.bc.ca)>

**Sent:** July 5, 2021 1:03 PM

**To:** Faller, Warren PSA:EX <[Warren.Faller@gov.bc.ca](mailto:Warren.Faller@gov.bc.ca)>

**Subject:** RE: Request

**Importance:** High

Good afternoon Warren,

I hope you are well and had a good Canada Day.

I'm just following up on our most recent conversation regarding the Legal Assistant positions for BC Prosecution Services and Legal Services Branch, and to confirm what the new adjusted ratios will be?

After our last call I'd met with our ADM's to inform them of the status of the review and it was with you. We will be meeting again soon, and likely with the DM also so we can continue to move this forward.

If you prefer to chat, just let me know and I can set something up.

Kind regards,

**Catherine Holder, CPHR (she/her)**

Director, Strategic Human Resources

Corporate Management Services Branch, Justice and Public Safety Sector

Victoria, British Columbia

Phone: 778-698-3539 | [Catherine.holder@gov.bc.ca](mailto:Catherine.holder@gov.bc.ca)



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---

**From:** Faller, Warren PSA:EX <[Warren.Faller@gov.bc.ca](mailto:Warren.Faller@gov.bc.ca)>

**Sent:** Friday, June 11, 2021 2:58 PM

**To:** Holder, Catherine AG:EX <[Catherine.Holder@gov.bc.ca](mailto:Catherine.Holder@gov.bc.ca)>

**Subject:** RE: Request

No problem, thanks Catherine. Have a nice weekend!

---

**From:** Holder, Catherine AG:EX <[Catherine.Holder@gov.bc.ca](mailto:Catherine.Holder@gov.bc.ca)>

**Sent:** June 11, 2021 1:25 PM

**To:** Faller, Warren PSA:EX <[Warren.Faller@gov.bc.ca](mailto:Warren.Faller@gov.bc.ca)>

**Subject:** RE: Request

Hi Warren,

Thanks for getting back to me. I will communicate your message along to the ADM's and we look forward to hearing from you when you are ready to chat.

Kind regards,

**Catherine Holder, CPHR**

Director, Strategic Human Resources

Corporate Management Services Branch, Justice and Public Safety Sector

Victoria, British Columbia



*Grateful to live, work, and play within the traditional territories of the Lekwungen people – known today as the Esquimalt and Songhees Nations.*

---

**From:** Faller, Warren PSA:EX <[Warren.Faller@gov.bc.ca](mailto:Warren.Faller@gov.bc.ca)>  
**Sent:** Friday, June 11, 2021 1:04 PM  
**To:** Holder, Catherine AG:EX <[Catherine.Holder@gov.bc.ca](mailto:Catherine.Holder@gov.bc.ca)>  
**Subject:** RE: Request

I received information on criminal cases and assignments yesterday, and I anticipate needing about 2 weeks to review, consider if I need more information, and to finalize any approvals, should any ratio changes be supportable.

Thanks, Warren

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**From:** Holder, Catherine AG:EX <[Catherine.Holder@gov.bc.ca](mailto:Catherine.Holder@gov.bc.ca)>  
**Sent:** June 11, 2021 11:57 AM  
**To:** Faller, Warren PSA:EX <[Warren.Faller@gov.bc.ca](mailto:Warren.Faller@gov.bc.ca)>  
**Subject:** RE: Request

Hi Warren,

My meeting with the ADM's is at 2:00pm today so I thought I'd just do a check in to see if there is an update on your end that I can provide to them? Have the new ratios been confirmed and if not, when can we anticipate receiving it.

Kind regards,

**Catherine Holder, CPHR**  
Director, Strategic Human Resources  
Corporate Management Services Branch, Justice and Public Safety Sector  
Victoria, British Columbia  
Phone: 778-698-3539 | [Catherine.holder@gov.bc.ca](mailto:Catherine.holder@gov.bc.ca)



*Grateful to live, work, and play within the traditional territories of the Lekwungen people – known today as the Esquimalt and Songhees Nations.*

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**From:** Faller, Warren PSA:EX <[Warren.Faller@gov.bc.ca](mailto:Warren.Faller@gov.bc.ca)>  
**Sent:** Wednesday, June 9, 2021 9:42 AM



To: Holder, Catherine AG:EX <[Catherine.Holder@gov.bc.ca](mailto:Catherine.Holder@gov.bc.ca)>

Subject: RE: Request

Hi Catherine, Last week I requested data from Sandra Scherly showing crime stats and numbers charged from prosecution services. She was going to get me data but said it would take a few days. I just followed up and she said I'd get the data today. I need this further data, to then consider the request. I then need to talk further to my ADM with my recommendation and I'll go as fast as I can, but I can't commit to anything as of right now.

Thanks, Warren

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From: Holder, Catherine AG:EX <[Catherine.Holder@gov.bc.ca](mailto:Catherine.Holder@gov.bc.ca)>

Sent: June 8, 2021 5:56 PM

To: Faller, Warren PSA:EX <[Warren.Faller@gov.bc.ca](mailto:Warren.Faller@gov.bc.ca)>

Subject: RE: Request

Good evening Warren,

I hope you are keeping well. I've just been invited to a meeting with my ADM Tracy Campbell, Peter and Barbara for this coming Friday, June 11 to provide an update on the Legal Assistants.

With that scheduled I wanted to check in to see if you have the new adjusted ratios ready that I can communicate to them. Folks are eager to move ahead with implementation.

I am happy to discuss via telephone or teams if you prefer.

Kind regards,

**Catherine Holder, CPHR**

Director, Strategic Human Resources

Corporate Management Services Branch, Justice and Public Safety Sector

Victoria, British Columbia

Phone: 778-698-3539 | [Catherine.holder@gov.bc.ca](mailto:Catherine.holder@gov.bc.ca)



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From: Holder, Catherine AG:EX

Sent: Wednesday, June 2, 2021 4:01 PM

To: Faller, Warren PSA:EX <[Warren.Faller@gov.bc.ca](mailto:Warren.Faller@gov.bc.ca)>

Subject: RE: Request

Hi Warren,

First thank you for taking the time to chat this week, as I mentioned it is really appreciated.

And thank you for letting me know where you are at. That is ok if you are unable to adjust the ratios by Thursday. I will inform the ADM's that the information will be forthcoming and I will brief them on our conversation and how we are working to find solutions.

When you are ready to chat again just let me know.

Kind regards,

**Catherine Holder, CPHR**

Director, Strategic Human Resources

Corporate Management Services Branch, Justice and Public Safety Sector

Victoria, British Columbia

Phone: 778-698-3539 | [Catherine.holder@gov.bc.ca](mailto:Catherine.holder@gov.bc.ca)



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**From:** Faller, Warren PSA:EX <[Warren.Faller@gov.bc.ca](mailto:Warren.Faller@gov.bc.ca)>

**Sent:** Wednesday, June 2, 2021 3:58 PM

**To:** Holder, Catherine AG:EX <[Catherine.Holder@gov.bc.ca](mailto:Catherine.Holder@gov.bc.ca)>

**Subject:** Request

I will need a few more days to review and consider the request of adjustments to the ratio. I'm letting you know as you said you were meeting ADMs. I would like to meet your timeline, but I will be unable to and I need more time to get back to you. My apologies for the delay, and it's because I consider it really important that I need more time, not that I consider it a low priority. However, I really only knew of the request this week.

**Warren Faller**

**Manager, Job Evaluation Governance and Appeals**

Total Compensation | Employee Relations and Total Compensation | BC Public Service Agency

Fifth Floor, 1011 Fourth Avenue | Prince George, BC | V2L 4H9 | Phone 778.349.2381

[AskMyHR](#) | 250.952.6000 | Toll Free 1.877.277.0772

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## **Hausmann, April CITZ:EX**

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**From:** McLachlan, Julia PSA:EX  
**Sent:** March 17, 2021 4:01 PM  
**To:** Anderson, Brian E AG:EX  
**Cc:** Weisgerber, Kim PSA:EX; Faller, Warren PSA:EX  
**Subject:** Senior Legal Analyst response  
**Attachments:** 1 Response Sr Legal Analyst BCPS.docx; 2 Sr Legal Analyst BCPS Rationale 20210225.docx; 3 Legal Admin Job Stream.xlsx; 4 Job Profile Sr Legal Analyst - BCPS 2021.docx; 5 Job Profile Legal Assistant - BCPS 20210311.docx; BM112 - Legal Secretary.pdf; BM113 - Legal Assistant, Crown Counsel.pdf

Hello Brian,

Thank you for taking the time to meet with our working group on multiple occasions, and for providing the responses, feedback and information required for the classification review of the new proposed Senior Legal Analyst position. After carefully reviewing all information, documentation and notes provided, we have reached a decision and have attached the decision response and supporting documents to this email.

We are happy to respond to your questions or arrange a meeting to discuss the results of the review or if we do not hear from you or you prefer not to discuss, we can forward the final notice of classification so you may proceed to recruitment and providing notice to the incumbents.

Thank you again for the time you have taken to help us gain a better understanding of the legal administrative work in your branch.

Regards,

Julia

**Julia McLachlan, Classification Specialist**

Human Resources Services and Solutions | BC Public Service Agency  
1011 4<sup>th</sup> Ave | Prince George BC | V2L 3H9 | 778.349.0076

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Phone: 250.952.6000 | Toll Free 1.877.277.0772



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## **Legal Assistant/Senior Legal Analyst position allocation**

I'm writing to advise that we are ready to implement the Legal Assistant/Senior Legal Analyst decision. I am looking for your support in communicating the following to your Ministry Executive.

Please be advised that the Public Service Agency (PSA) Total compensation, Job Evaluation Governance, Employee and Labour Relations Division, has reached a decision on the number of Senior Legal Analyst positions supportable across AG divisions.

### **Background**

The classification review was first conducted and communicated by a PSA team of job evaluation specialists in collaboration with a Ministry management team. The team looked at a wide range of options and gathered information in management meetings and considered the nature of the work in BC Prosecution Services and Legal Services Branch specifically. The result was the classification of both the existing Legal Assistant at Clerk 11 and a new position, the Senior Legal Analyst at AO 15.

The job evaluation rationales detailing the decisions made under the Collective Agreement, Public Service Job Evaluation Plan (PSJEP), were documented, updated job profiles were agreed with the committee and a Career Map for Legal Administration jobs in the BC Public Service was established as part of this review, to ensure clarity in the differentiation of work across the sector.

The key assignments required for the establishment of a Senior Legal Analyst is that the position must focus on and spend the majority of their time (80%):

- providing dedicated support to prepare legal case files for complex cases
- providing advice and guidance to Legal Assistants on escalated cases and issues
- providing senior legal analysis to legal documents including redacting privileged and irrelevant information for complex cases.

Without meeting all the above criteria, the classification of AO 15 is not supportable in the Collective Agreement, PSJEP. The criteria allow for establishing the Senior Legal Analyst AO 15 based on specific requirements related to Job Knowledge, Decision making and latitude that can be afforded to positions performing work of a complex nature, managing escalated cases and issues, guiding legal assistants and dealing with the most complex redaction work encountered in complex cases.

The PSA has conducted a review of case files related to Criminal Prosecution to establish a ratio of how many Senior Legal Analysts would be supportable, based on the above-noted criteria and the nature of complex criminal cases in BC Prosecution Services.

Based on the current ratio of complex cases reported in 2020, approximately 20% of cases are likely to be considered complex in nature. Creating a dedicated position performing the most complex senior legal analyst work the majority of the time would therefore support a ratio of 1 out of every 5 legal administration positions. The exact amount determined to be the most complex cases would be 20% of all administrative staff.

Based on the current compliment of 275 Legal Admin positions in BC Prosecution services this translates to 55 dedicated Senior Legal Analyst positions. This is an increase from the original ratio of 1:10 or 22 dedicated positions. A more in-depth review of the breadth of cases was conducted. This increase recognizes that cases, although not categorized as major/mega or categorized as Special Assignment, can also be complex in nature. Along with being dedicated to the most complex cases, the positions are also senior leads responsible for functionally guiding and supporting the escalation of cases from junior legal administration staff.

The ratio of 20% would be available to LSB, where the criteria and complexity would be considered relatively equal across AGs Civil Law role. Based on the current compliment of 88 Legal Admin positions in Legal Services Branch this translates to 18 positions. Positions may also be considered in Justice Services, but no positions currently exist.

#### **Final comments on implementation**

It is imperative that this decision is supported fully by the Ministry when proceeding to implementation. Even if managers involved in communicating the decision do not agree with the outcome, it is critical that they are communicating the decision in a positive and supportive manner. It is imperative not to support staff in refuting or rebutting this decision, as that is contrary to the managerial obligation to represent the Employer's job evaluation decisions. The decision to implement a separate job profile to differentiate the work for Legal Assistant and Senior Legal Analyst is a decision consulted on and agreed to with the Ministry divisions. Any questions related to the outcomes staff need to contact their Union representative, and/or management in LSB.

Although this is the completion of the review process, this does not preclude the consideration of future Senior Legal Analyst positions, provided the work allocation is supportable beyond what has already been reviewed. The PSA is available to discuss any adjustments to the ratio should there be a significant increase in the number of complex cases.

**Here are the key recommended messages to be provided to staff for which we require support:**

#### **For those in Legal Assistant, Clerk 11 positions confirmed in this review**

- The Ministry and the PSA have reached its decisions having reviewed and analyzed extensive work examples provided by appellants and conducted consultations to ensure consistent application of the negotiated job evaluation plan. (PSJEP)

- you will receive a letter confirming the conclusion of this classification review, a copy of your new job profile which confirms your classification.



- although the review was unable to support a reclassification because of the review process against the negotiated classification plans, a significant number of new opportunities will be available at the Senior Legal Analyst, AO 15 classification.
- There will be future communication to staff for new opportunities.
- The Ministry will support where possible developmental opportunities or competitions at the AO 15, Senior Legal Analyst level, as part of its commitment to supporting career development.
- provide link to the Career map posted on the job store.
- Your management will be proactive about communication regarding these opportunities and your supervisor will assist with helping you plan development goals to assist you with developing your skills for applying on such opportunities in the future.
- please feel free to contact your union representative with any questions you may have.

**For those current staff at the grid 15 level, moving to the new Senior Legal Analyst AO 15 position:**

- when the classification decision is implemented you will receive a letter and new job profile confirming your classification.
- please feel free to contact your union representative with any questions you may have.

This marks the conclusion of the review and PSA governance team who will begin supporting implementation. Once confirmation has been received from the Ministry and prior to the divisions advising staff, please reach out to [Warren.Faller@gov.bc.ca](mailto:Warren.Faller@gov.bc.ca) who will begin communicating with senior BCGEU classification and component representatives, so they are aware of and understand the outcomes.

Yours truly,

Warren

**Warren Faller**

**Manager, Job Evaluation Governance and Appeals**

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Agency

Fifth Floor, 1011 Fourth Avenue | Prince George, BC | V2L 4H9 | Phone **778.349.2381**

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