

APPENDIX A

JUDICIAL ASSISTANT SERIES (JA1 - JA3)

PREAMBLE

The Judicial Assistant (JA1 - JA3) series encompasses three levels where the primary work performed is highly specialized administrative support provided directly to the judiciary of the Province of Manitoba. This is responsible work of a complex legal nature and incumbents exercise independence in the performance of their individual duties.

EXCLUSIONS:

Positions where the primary duties and responsibilities are included in the definition of any other classification specification are excluded.

DEFINITIONS:

Members of the Judiciary: Judges and judicial officers of each of the three courts in Manitoba. These are non civil servants operating with the authority of judicial independence as provided by legislation (e.g. Puisne Judge, Senior Judge, Supernumerary Judge, Master)

Administrative Judge: Member of the judiciary that has also been designated under legislation as having additional authorities related to the management and administration of the court (e.g. Chief Justice, Chief Judge, Associate Chief Judge or Senior Master)

Privileged information: Confidential information related to the administration of a court (e.g. personnel appointments, disciplinary reviews, global budgetary allowances and reports)

JUDICIAL ASSISTANT 1 (JA1)

GENERAL INTENT:

This is the full working level where incumbents provide specialized legal administrative support to one or more members of the judiciary as their primary function. Specialized support includes but is not limited to: reviewing and preparing pre-trial memoranda and related judicial correspondence; case management (facilitating workflow, preparing case materials and arrangements for hearing, preparing and releasing judgments/judicial reports, compiling background and factual information, researching case citations and checking quotations, verifying calculations, proofreading, and final editing); and liaising with stakeholders. Incumbents also maintain records, prepare expense claims, arrange and prepare materials for meetings, take minutes, make travel arrangements, and provide related administrative support to members of the judiciary. Incumbents work independently and contribute to organizational improvements.

FACTORS:

SKILLS/ EXPERTISE:

- Graduation from a recognized legal administrative program with significant experience providing administrative support and legal assistance that covers various aspects of legal practice or equivalent experience and knowledge.
- In-depth knowledge of the court and legal system in Canada, jurisdictions, functions, and procedures.
- In-depth knowledge of legal administrative procedures, processes, rules of court, legal forms, and documents utilized within the court system.
- In-depth knowledge of legal research procedures and electronic legal research applications.
- Superior proofreading and editing skills with a strong understanding of the proper case and statute citation standards.
- Cognizant of the principles of judicial independence and ability to work within these unique parameters.
- Highly proficient with relevant technologies - MS Office applications, data bases, and digital dictation/transcription software, office equipment, and video conferencing.

INDEPENDENCE OF ACTION:

- Incumbents are required to work independently in determining own priorities and methods within the framework of defined objectives, policies and procedures.

SUPERVISION RECEIVED:

- Supervision and direction is provided by the departmental management as defined by the designated court and reporting relationships.
- Individual judges may provide direction or instruction in relation to a specific task.

CONTACTS:

- Regular contacts with members of the judiciary, the legal profession, self-represented litigants, and court staff for the purpose of identifying and completing tasks which facilitate and support the work of the court and judiciary.

GUIDELINES:

- Industry guidelines regarding legal documentation and citation standards.
- Federal and provincial statutory provisions governing court proceedings, forms, and documentary requirements including publication bans and privacy standards.
- Divisional and/or departmental policies and procedures.

JUDICIAL ASSISTANT 2 (JA2)

GENERAL INTENT:

This is the advanced level where incumbents provide direct support to an administrative judge as their primary function. This includes: national committee liaison/coordination support; administration of privileged information; preparation of various related materials and correspondence; records maintenance; maintaining statistics and budgetary allowances; and general financial support. In addition, the provision of specialized administrative support to a member of the judiciary as described in level one will be performed. Functions as the lead on projects or in disseminating information to judicial services staff as required.

In addition to the factors at the JA1 level, the following applies to the JA2:

SKILLS/EXPERTISE:

- Cumulative experience and well rounded understanding of Manitoba's legal system and judicial structure and understanding of the workflow and relationships between the superior courts and the provincial court.
- General budget administration skills.
- Leadership and mentoring skills.

CONTACTS:

- Regular interaction with senior personnel of various international, federal and provincial judicial organizations/agencies to coordinate conferences, distribute information, and to respond to enquiries.

GUIDELINES:

- Statutory provisions related to judicial appointments and complaints.

JUDICIAL ASSISTANT 3 (JA3)

GENERAL INTENT:

This is the supervisory level where incumbents are responsible for the day-to-day administration and management of work flowing from a designated court. This includes: direct supervision of positions classified as Judicial Assistants; coordination and control of work flow and office materials; performance management; training; and facilitating ongoing staff development. Incumbents function as part of the senior management team, contribute to strategic planning and the development of service delivery and policy improvements, and are responsible for the implementation of same. Incumbents at this level carry some of the same duties as subordinates as court workloads require.

In addition to the factors at the JA1 and JA2 levels, the following applies to the JA3:

SKILLS/EXPERTISE REQUIRED:

- Leadership experience within a legal and/or court environment with ability to manage human resources, evaluate and coordinate work, and facilitate business improvements.

VARIETY:

- In addition to providing specialized administrative functions, incumbents are accountable for daily oversight and supervisory responsibilities, leading projects, and developing and implementing process improvements.

CONTACTS:

- Daily contact with judicial assistants for the purpose of coordinating and managing the work of the unit.
- Considerable contact and assistance to the members of the judiciary, administrative judges, judicial services staff, legal counsel, and departmental management for the purposes of coordinating and troubleshooting daily workflows in order to meet operational requirements.

SUPERVISORY AND ADMINISTRATIVE RESPONSIBILITY

- Directly supervises a group of judicial assistants which includes: evaluating and assigning work; performance and attendance management; handling employee/labour relations issues and recommending disciplinary action if appropriate; and staff training and ongoing development.
- Organizes and assesses workflows and implements process improvements.
- Provides procedural and policy updates and maintains manuals for use by judicial assistants province wide.
- Direct involvement in high level activities or broad initiatives related to program planning, implementation, and evaluation to improve the delivery of services to stakeholders.

INDEPENDENCE OF ACTION AND DECISION MAKING

Decisions/recommendations have an impact on the work of others, the work unit or area, and budgets.