

Legal Administration – Subsidiary 1

APS Benchmark Listings

Sub.	Bench- mark No.	Dept.	Working Title Job Title	Know-How				Creativity/ Problem Solving			Responsibility		Total Points
				Prof./ Cont.	Comp. Div.	H.R. Skills	Points	%	Points	Profile	Points		
Legal Administration 5 (Point Range 269 - 313)													
001	018LA02	Service Alberta	Land Titles Team Lead & Tech. Adv.	D+	I	2	175	33	57	R2	76	308	
001	018LA01	Justice & Sol. Gen.	Paralegal	E	I	1	175	33	57	R1	66	298	
Legal Administration 4 (Point Range 228 - 268)													
001	017LA02	Service Alberta	Sr. Land Titles Analyst	D+	I	1	152	29	43	R2	57	252	
001	017LA01	Environment & Parks	Team Lead	D	I	2	152	25	38	R1	43	233	
Legal Administration 3 (Point Range 192 - 227)													
001	016LA02	Justice & Sol. Gen.	Admin. Officer/ Legal Asst.	D-	I	2	132	29	38	R1	43	213	
001	016LA01	Environment & Parks	Land Admin. Supvr.	C+	I	2	132	25	33	R2	43	208	
Legal Administration 2 (Point Range 161 - 191)													
001	015LA03	Service Alberta	Land Titles Analyst	C+	I	1	115	25	29	R2	38	182	
001	015LA02	Justice & Sol. Gen.	Judicial Assistant	C+	I	1	115	25	29	R1	33	177	
001	015LA01	Justice & Sol. Gen.	Legal Assistant	C+	I	1	115	25	29	R1	33	177	
Legal Administration 1 (Point Range 135 - 160)													

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001	014LA02	Service Alberta	Jr. Land Titles Analyst	C	I	1	100	22	22	R2	29	151
001	014LA01	Environment & Parks	Land Administrator	C	I	1	100	22	22	R1	25	147

Last Review / Update: 2016-03-11

Subsidiary 1

Benchmark Evaluation - 018LA02

Identification Section

Working Title: Land Titles Team Lead and Technical Advisor
Department: Service Alberta
Division, Registries, Land Titles and Personal Property
Branch/Unit: Registry
Reports To: Assistant Director, Land Titles North
Levels to D.M.: 5
Job Description: [018LA02](#)
MRS: See the Minimum Recruitment Standard for [Legal Administration](#)
Job Code: [018LA](#) - Legal Administration 5

Evaluation

Knowledge

D+I2 175

Creativity/Problem Solving

33% 57

Responsibility

R2 76

TOTAL JOB POINTS

308

Comments on Role

The Land Titles Team Lead and Technical Advisor is responsible for the full supervisory duties of approximately 10 Land Title Analysts. The Team Lead provides in-house training, on the job training and coaching to staff. The Team Lead's primary responsibility is to provide interpretation and consultation on contentious files, and is the escalation point for client concerns. The Team Lead is responsible for ensuring that policy, procedures and legislative interpretation are uniform, current and consistent within the Analyst teams. The Team Lead will also take a lead role recognizing the characteristics of suspect documents or fraudulent activity and following up appropriately.

Comments on Evaluation

- **Knowledge:**

Content Knowledge:

- **D+:** A key responsibility of the Land Titles Team Lead and Technical Advisor is to act as a resource and decision maker for Junior Analysts, Analysts and sometimes Senior Analysts when confronted with unusual, complex or contentious situations. In order to perform this role effectively the Team Lead requires an in-depth knowledge

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of various statutes, acts, case law and policies in order to determine the registerability or rejection of documents. The position also requires a solid understanding of the legal documentation and processes involved in the registration of land. The Team Lead is expected to interpret case law and exercise discretionary judgment in relation to complex and potentially precedent setting files. The Team Lead works closely with both Land Titles Offices (Edmonton and Calgary) to ensure consistency in decision making for unique situations. This specialized knowledge is gained through in-house courses as well as the same extensive on the job training that the Senior Analysts have received.

Complexity and Diversity:

- **I:** In order to accurately register land title documents, the Team Lead requires a solid understanding of the Torrens Lands Registration System and how it affects the registration or rejection of land registration within Alberta.

Human Relations Skills:

- **2:** The Team Leads are responsible for the supervision and direction of several Analysts. This requires the ability to effectively lead staff, oversee their performance and ensure desired results are achieved resulting in the 2 Human Relation Skills rating. However like the Analysts, the Team Leads do not provide legal advice, so communication with external clients is primarily for the exchange of information.

- **Creativity/Problem Solving:**

33%: The Team Leads are responsible for providing advice on or resolving complex registrations that the Analysts and at times also the Senior Analysts have difficulty with. Solutions to these problems are achieved through the Team Lead's knowledge of applicable acts, policies and case law. It is expected that the Team Lead will resolve most of the issues brought to their attention without bringing it forward to the Assistant Director for guidance.

- **Responsibility:**

R2: The Team Lead is authorized to approve or reject the registration of land title documents based upon prescribed legislation, case law and policies. It is regulatory focused.

Last Reviewed: May, 2009

Last Review / Update: 2015-02-12

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Subsidiary 1 Benchmark Job Description - 018LA02

Identification Section

Working Title:	Land Titles Team Lead and Technical Advisor
Department:	Service Alberta
Division, Branch/Unit:	Registries, Land Titles and Personal Property Registry
Reports To:	Assistant Director, Land Titles North
Levels to D.M.:	5

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Land Titles Overview

The land registration system used in Alberta is based on the Torrens System of land registration and operates under the legislative authority of the Land Titles Act. Under this system, the Government has custody of all original titles, documents and plans and has the legal responsibility for the validity and security of all registered land title information. The Government guarantees the accuracy of the title through the internal application and enforcement of laws derived from a multitude of statutes and court decisions.

Land Titles staff work in a quasi-judicial environment, where they examine legal documents and plans to ensure they comply with all current legislation, case law as well as policies and procedures before accepting them for legally binding registration. Because the Government guarantees the accuracy of title it is financially liable for any damages that may occur as a result of an incorrect registration, rejection or error made.

Land Titles Team Lead and Technical Advisor

The Land Titles Team Lead and Technical Advisor is responsible for supervisory duties for up to 10 examiners; this includes objective setting, performance review, recognition as well as training and development.

This position is responsible for ensuring that policy, procedures and legislative interpretation are uniform, current and consistent within the Analyst teams. The position functions as a primary contact for clients and stakeholders by providing interpretation and consultation. Additionally, the Team Lead provides in-house training, motivation and encouragement to ensure Analysts reach their full developmental potential. The incumbent is an advisor to the Assistant Director and senior management concerning operational issues such as turnaround times for document registration, succession planning and possible procedural changes.

The Team Lead's primary responsibility is to provide interpretation and consultation on contentious files, or client complaints regarding uniformity issues. Their advanced interpretation skills and expert knowledge enable them to effectively convey real property law concepts, and develop the interpretation skills of Analysts ensuring sound comprehension of concepts results in greater productivity. Within tight timelines the Team Lead is required to exercise advanced discretionary skills balancing substantial compliance against potential liabilities when determining acceptability of documents.

The Team Lead takes a lead role recognizing the characteristics of suspect documents or fraudulent activity. This may include reviewing previously registered documents, historical title searches and contacting the relevant parties; client, mortgagee and solicitors. After careful analysis the Team Lead will determine if a file warrants further investigation by the Special Investigation Unit within Service Alberta.

Responsibilities and Activities

(Each end-result/responsibility shows what the job is accountable for, within what framework and what the added value is.)

1. Technical advice and expertise

Working within restricted timelines the Team Lead is a final reference and decision-maker for Analysts when they are confronted with unusual, contentious or complex situations.

Activities:

- Provides in-depth analysis, ensuring substantial compliance of non standardized precedent setting document submissions to Land Titles for registration.
- Ensures compliance to policies, procedures and legislation governing the Land Titles Office for work completed by all Analysts.

- Problem solves based on effect of registration and limitations of ALTA mainframe application.
- Determines which course of action should be followed in any given situation, when a legal opinion should be obtained or when discussions with management are necessary.
- Investigates issues within which the accuracy of the certificate of title is questioned and authorizes corrections when appropriate limiting exposure of the assurance fund.
- Identifies characteristics of fraudulent or suspect activity, reviews and analyses relevant data to determine if file should be referred to Special Investigation Unit.

2. Supervision, training and staff development

Supervision of a work unit consisting of up to 10 Analysts.

Activities:

- Facilitates team meetings to ensure staff are informed and fully comprehend changes to legislation, policy and procedure and resulting impact to registrations.
- Addresses employee issues and concerns and determines solutions or provides recommendations when further action is required.
- Provides employee training in the use of the ALTA system ensuring comprehension of the effect of registration to title status.
- Assigns, monitors and reviews work done by Analysts, identifying the need for additional training as required.
- Monitors the performance of Analysts to ensure accuracy, timeliness and efficiency.
- Establishes work priorities, quality control, productivity standards and on-going development of Land Titles staff skills.
- Leads the administration of the Land Titles Internship program. Assumes responsibility for continuously monitoring and modifying the program and training techniques to ensure the program is effective.
- Responsible, through mentoring, coaching and overseeing the assignment of complex projects, for promoting staff progression through the Analyst levels and encouraging the development of independent decision making skills.
- Instructs the Intermediate Paralegal Course including course content, design, instruction and final examination.
- Leads changes and encourages staff to contribute to continuous improvement.
- Models, fosters and supports professional and personal development of staff.
- Provides coaching and support to Analysts in the delivery of departmental programs.
- Ensures cross training between areas occurs to meet organizational needs.
- Responsible for performance planning, attendance records as well as scheduling vacation while ensuring business needs are met.

- Researches and where appropriate either determines or provides recommendations to management regarding whether to verify mines and minerals ownership or ask the courts to make a determination regarding ownership of mines and minerals (for new or existing titles).

3. Communications and Stakeholder Relationships.

Activities:

- Collaborates with the legal community, providing expert advice and direction for complex cross jurisdictional transactions and unusual client scenarios in order to resolve and facilitate registration issues.
- Acts as an expert witness in criminal cases including fraud investigations.
- Facilitates and participates in discussions/debates regarding Land Titles Office policies and procedures and the large legislative framework governing the rights and interest in land ownership.
- Educates, advises and informs various stakeholders, both sophisticated and unsophisticated, supporting decisions, interpreting applicability of case law, statutes and legislation regarding registration or rejection, which include client specific presentations.
- Facilitates clear and open communications within the team, between teams and with management.
- Works collaboratively within the group and Managers to ensure department service level commitments are met or exceeded.
- Responds to client issues and inquires as appropriate in the defined issues escalation process.
- Consults with other government departments and authorities regarding policies, procedures which may impact document registration decisions.
- Consults with staff to establish goals for the unit and the operational plan.
- Participates in branch and divisional planning process and resource stewardship.

4. Management of governing Policy and Procedures.

Activities:

- Coordinates revisions to existing policies and procedures and the establishment of new policies and procedures governing the Land Titles Office.
- Analyzes any proposed changes or new policy to ensure that the changes adhere to the principles of the Torrens System of Land Registration.
- Evaluates new legislation, amended legislation, new case law precedents and innovative registration proposals to determine whether there is any effect on Land Titles policies and procedures. Should there be an effect, the Supervisor will

determine the extent of the effect and will formulate any changes to be made to the policies and procedures.

- Ensures uniformity of policies between the Edmonton and Calgary offices so as to ensure the uniformity of application throughout Alberta.
- Ensures and determines whether a given decision applies to a unique situation or will result in a change of policy.
- Proposes ongoing revisions to the electronic Land Titles Procedures Manual, resulting from new or amended legislation.
- Driven by document submission and changing business needs, evaluates current legislative requirement or new legislation to determine acceptability of documents.
- Contributes to the identification, implementation and evaluation of strategic business plans, goals and activities.
- Implements effective change strategies.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Registrations have an immediate and direct impact on the Alberta economy and ownership of land throughout the province. Team Leads make independent registration decisions for which they are solely responsible and accountable. Errors in any registration/decision may have extreme consequences to the government and stakeholders. The GOA is liable financially for errors made by Analysts; however the impact to Albertans could mean loss of title.

Team Leads have attained the highest level of working knowledge regarding policies, procedures, legislation and case law governing Land Titles document examination. They understand the legal principles and logic behind the procedures and policies and are able to extrapolate this logic and apply it to new and previous unseen situation. The incumbent is often required to consider the impact of other provinces' land registration systems in order to help the stakeholder facilitate cross-jurisdictional land transactions.

The Team Lead position requires supervisory skills and the ability to liase effectively and creatively between management and staff, promoting management ideals, training initiatives, standards and philosophies. The Team Lead provides leadership to their staff who serves a very diverse client group and consequently must employ a high degree of resourcefulness and creativity to meet the varied and often multiple needs of clients. This position must be able to lead, motivate and support staff dealing with interactions that are extremely stressful.

The Team Lead is the final quality control mechanism in the Analysts document registration process. The Team Lead analyzes unusual or previously unseen situations brought forward by

stakeholders and Analysts and determines the appropriate action to be taken. The incumbent takes a lead role in recognizing suspect or fraudulent activity. Additionally, the Team Lead must be able to clearly articulate and support the Land Titles position regarding the interpretation of legislative requirements and current Land Titles policies. The position must be cognizant of possible precedent setting decisions regarding documentation, ensuring uniformity between Land Title offices. In addition they must be able to exercise discretion when presented with unique scenarios weighing circumstances and stakeholders needs against potential liabilities. The Team Lead must be aware of the implications when deciding whether or not a certificate of title can or should be corrected.

The Team Lead will be accountable for implementing and educating staff on business re-engineering changes resulting from the ALTA re-development project. The Team Lead will be looked to during the re-engineering project for opportunities for process improvements.

Knowledge, Skills and Abilities

(Diplomas, degrees and the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others. Specific training if it is an occupational certification/registration required for the job.)

Knowledge

- Expert knowledge of the Torrens Land Registration System as it applies to land conveyance practices in Alberta.
- Expert Knowledge of and ability to apply real property law concepts to analyze the legal documents registered at Land Titles.
- Expert knowledge of Land Title legal documents, their requirements, and boundaries.
- Extensive knowledge of numerous statutes, case law and operating policies and procedures relating to document types registerable at Land Titles.
- Technical expert in all areas of registration knowledge.
- Expert knowledge of historical data, outdated intricate systems and complex computer applications while assisting other staff in maneuvering through these processes is evident and essential at this level.
- This position is required to be fully versed in all areas of federal, provincial and private legislation, as some documents are not prescribed by regulations.
- Expert understanding of ALTA on which the Land Titles automated registration and search system operates.
- Expert understanding of CORES and SPIN2.

Skills and Abilities

- Critical reasoning abilities comprising five areas: deduction, assumption, inferences, interpretation and evaluation of arguments.
- Excellent analytical, research and interpretation skills.
- Highly developed decision-making and problem solving skills.
- Discretionary decision making abilities are paramount in this position.
- Ability to work within parameters of legislation and policy and to interpret intent of principles from these for application in new and unusual situations.
- Excellent communication and public relations skills.
- Coaching, leadership and supervisory skills.
- Conflict management and human resource skills.
- Excellent computer skills.
- Ability to perform work independently and error free.

To effectively function at this position, the minimum requirements are:

- Post secondary certificate in a related field combined with substantial related experience preferably at the Senior Land Titles Analyst level and the completion of the in-service advanced paralegal course.
- Demonstrated leadership abilities, organizational skills, and an in-depth understanding of the legal principles underlying the policies and procedures governing Land Titles.

Contacts

(Main contacts of this position and the purpose of those contacts.)

The major contacts of this position are: Analysts, management (at both the director and executive director level), human resources, legal profession, general public, municipalities, federal and provincial governments, academic institutions, representatives of foreign countries, financial institutions, oil and gas industry representatives, bankruptcy trustees, land developers and the construction industry.

Purpose: The contacts for this position can be separated into two categories. First, the supervisory function requires contacts within the department to support management, to identify and discuss operational issues, and to identify and discuss qualifications necessary in staffing. Also, Land Titles Team Lead provides guidance in establishing and revising office policy, staffing levels and recruitment, amendment of existing legislation and establishment of new legislation. Secondly, extensive contacts with stakeholder groups are necessary to manage the daily operations of the registry. With these contacts, the Land Titles Team Lead consults and gives direction and advice to stakeholders. In addition, these contacts involve discussion and settlement of all daily arising stakeholders' issues and concerns. The Land Titles Team Lead

provides information and advice relating to land, registration processes and the establishment of land registration systems in foreign countries.

Supervision Exercised

(List position numbers, class titles, and working titles of positions directly supervised.)

This position supervises a group of up to 10 Land Title Analysts. The Team Lead position reports to the Assistant Director, Land Titles.

Last Review / Update: 2015-02-12

Subsidiary 1

Benchmark Evaluation - 018LA01

Identification Section

Working Title: Paralegal
Department: Justice and Solicitor General
Division, Criminal Justice Division
Branch/Unit:
Reports To: Assistant Chief Crown Prosecutor
(Administrative)
Assigned Crown Counsel (Functional)
Levels to D.M.: 4
Job Description: [018LA01](#)
MRS: See the Minimum Recruitment Standard for
[Legal Administration](#)
Job Code: [018LA](#) - Legal Administration 5

Evaluation

Knowledge

EI1 175

Creativity/Problem Solving

33% 57

Responsibility

R1 66

TOTAL JOB POINTS

298

Comments on Role

The Paralegal plays a critical role in the Criminal Justice Division prosecutorial process, contributing significantly to the effective and efficient prosecution of serious and complex cases*, reporting to a designated supervisor (i.e. Chief Crown Counsel, Assistant Chief Crown Counsel, or Director depending on the branch or office that the Paralegal works in). As an integral part of the prosecution team, this position manages and assumes substantive and procedural legal work, including administrative responsibility, for assigned files to assist with ensuring compliance with common law principles, legislation, and regulations.

In addition to providing comprehensive file management and associated consultation and specialized services for assigned cases, the Paralegal attends court proceedings to facilitate witness and courtroom management and provide research and technical support to Crown Counsel. This position is also relied on to carry out legal research and analysis for diverse and complex issues associated with cases, as well as serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders in relation to the files being managed.

This position applies detailed knowledge of legal theory and provincial and federal legislation, regulations, and guidelines relevant to the criminal justice system to all aspects of responsibilities. Work is performed with a high degree of independence and personal accountability, with the

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Paralegal expected to provide guidance and advice to other members of the prosecution team, particularly in relation to explaining, troubleshooting and facilitating completion of complex legal processes pertaining to assigned cases.

The Paralegal functions within the parameters of applicable legislation, regulations, policies, directives, and procedures.

***Note:** Examples of serious and complex cases can include serious or violent offences, or offences involving habitual offenders, high profile, sensitive cases involving serious personal injury offences with complex legal issues; cases with potential for contracted prosecutions; or fraud cases with multiple documents.

Comments on Evaluation

- **Knowledge:**

Content Knowledge:

- **E:** The Paralegal requires theoretical knowledge of the law, the criminal justice system, legal research techniques, relevant common law principles, legislation and regulations. Knowledge of police investigative techniques and respective Criminal Code requirements are also required. The Paralegal also requires a breadth in knowledge of file management and court documentation requirements and processes as well as an understanding of early case resolution processes. Depending on the area in which the Paralegal works, specialized knowledge or expertise may be required. The Paralegal is relied on to share their specialized knowledge with other internal and external stakeholders. This depth and breadth of knowledge brings the rating to the E level.

Complexity and Diversity:

- **I:** Decisions may affect the outcome of the case therefore an understanding of how all the different components related to one another is a necessity. The Crown Counsel however is ultimately responsible for the prosecution of the case.

Human Relations Skills:

- **1:** The Paralegal is primarily focused on information exchange with a number of different stakeholders. In regards to preparing witnesses for trial, the Paralegal is not required to influence behavior but rather attempts to build a business relationship with the witness and provide an environment in which the witness is likely to be more forthcoming about their evidence.

- **Creativity/Problem Solving:**

33%: Position is expected to independently come up with recommendations on files with limited direction from the Crown Counsel initially and use their judgment to prepare the file for court. The Paralegal is often assigned to the file before the Crown Counsel. The Crown Counsel does however make all final decisions on how to prosecute a case. Position makes recommendations on legal issues but the solutions they are seeking are found within case law, legislation and statutes. Position summarizes volumes of information/evidence, completes research and provides recommendations to Crown Counsel on the requirements of the file.

The Paralegal works in an environment that requires judgment in the application of guidelines and determines how best to acquire the necessary information. This creativity is demonstrated in finding expert witnesses for very specialized evidentiary situations.

- **Responsibility:**

R1: The Paralegal is mainly focused on service delivery in relation to a successful prosecutorial process.

Last Reviewed: May, 2009

Last Review / Update: 2016-03-11

Subsidiary 1 Benchmark Job Description - 018LA01

Identification Section

Working Title:	Paralegal
Department:	Justice and Solicitor General
Division, Branch/Unit:	Criminal Justice Division
Reports To:	Assistant Chief Crown Prosecutor (Administrative) Assigned Crown Counsel (Functional)
Levels to D.M.:	4

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Paralegal plays a critical role in the Criminal Justice Division prosecutorial process, contributing significantly to the effective and efficient prosecution of serious and complex cases, reporting to a designated supervisor (i.e. Chief Crown Counsel, Assistant Chief Crown Counsel, or Director depending on the branch or office that the Paralegal works in). As an integral part of the prosecution team, this position manages and assumes substantive and procedural legal work, including administrative responsibility, for assigned files to assist with ensuring compliance with common law principles, legislation, and regulations.

In addition to providing comprehensive file management and associated consultation and specialized services for assigned cases, the Paralegal attends court proceedings to facilitate witness and courtroom management and provide research and technical support to Crown Counsel. This position is also relied on to carry out legal research and analysis for diverse and complex issues associated with cases, as well as serve as the primary contact with legal professionals, law enforcement representatives, witnesses, victims and other stakeholders in relation to the files being managed.

This position applies detailed knowledge of legal theory and provincial and federal legislation, regulations, and guidelines relevant to the criminal justice system to all aspects of

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responsibilities. Work is performed with a high degree of independence and personal accountability, with the Paralegal expected to provide guidance and advice to other members of the prosecution team, particularly in relation to explaining, troubleshooting and facilitating completion of complex legal processes pertaining to assigned cases.

The Paralegal functions within the parameters of applicable legislation, regulations, policies, directives, and procedures.

Note: Examples of serious and complex cases can include serious or violent offences, or offences involving habitual offenders, high profile, sensitive cases involving serious personal injury offences with complex legal issues; cases with potential for contracted prosecutions; or fraud cases with multiple documents.

Responsibilities and Activities

(Each end-result/responsibility shows what the job is accountable for, within what framework and what the added value is.)

- 1. Files for assigned serious and complex litigation cases are organized and managed effectively to ensure compliance with common law, legislation and regulations; facilitate the prosecution process; and alleviate demands on Crown Counsel throughout preparation for criminal trials.**

Activities:

- Analyses assigned prosecution cases and provide associated services for Crown Counsel, including obtaining, organizing, and reviewing transcripts; assembling and reviewing documentation and evidence from law enforcement agencies; preparing comprehensive synopses and analyses; and identifying deficiencies in files, assessing evidentiary issues, and identifying associated legal implications.
- Serves as case expert on all issues of disclosure or document production that arise during life of assigned file.
- In consultation with Crown Counsel, prepares disclosure packages including gathering, organizing and assessing documentary evidence for relevancy, solicitor-client privilege, third party information and informer privilege; identifies and addresses issues associated with witness disclosure.
- Drafts correspondence, reports, and other documents, including complex legal documents, as appropriate throughout life of file; drafts notices in compliance with the *Canada Evidence Act*; and drafts case resolution offers on the instruction of Crown Counsel for Crown Counsel's signature.
- Completes Crown respondent's application records in assigned bail applications and completes applications for bail revocation until court appearance as requested.

- Identifies, locates and interviews witnesses as directed by Crown Counsel, preparing notes, summarizing evidence, and bringing pertinent information to attention of Crown Counsel; indexes files and cross-references indices with witness statements.
- Conducts meetings with police and/or regulatory agencies and defence counsel as directed by Crown Counsel or assists Crown Counsel in such meetings, including keeping accurate records of evidence to potentially be used in “will say” statements.
- Locates, obtains, and communicates with expert witnesses as directed by Crown Counsel, including providing relevant case information to experts to support preparation of expert reports.
- Ensures Crown Counsel is continually informed of developments to and status of cases, including collaborating with Crown Counsel to develop strategies on an ongoing basis (i.e. approaches to witness preparation); maintains Crown Counsel schedules and arranges appointments for assigned cases; and identifies and resolves potential issues and complaints pertaining to files as appropriate.
- Assigns work to and monitors work performed by Legal Assistants; provides guidance, advice, and instructions to administrative support staff members in relation to assigned cases.
- Provides guidance and instructions to Crown Counsel and other Paralegals in relation to specialized legal processes and procedures associated with assigned files (e.g. a paralegal specializing in dangerous offender procedure provides advice and guidance on this to other paralegals and Crown counsel).

2. Court-related activities and services are provided to facilitate the prosecution process and alleviate demands on Crown Counsel associated with the conduct of criminal trials.

Activities:

- Attends court to provide witness management services, including preparing, identifying, and/or locating witnesses, responding to enquiries, etc.
- Collaborates with court representatives to provide courtroom management services, including responding to technical issues relating to exhibits; organizing and coordinating trial presentations; responding to enquiries from clerks; and liaising with court observers.
- Notifies Crown Counsel and court services representatives of any potential issues relating to courtroom security.
- Provides Crown Counsel with services during the trial and in response to issues arising during trial, including emergency legal research; information retrieval; observations and analysis of proceedings; summaries; technical support; and advice.
- At the request of Crown Counsel and with approval of the Court, crosses the bar and attends at the Crown’s table to provide aid in serious and complex prosecution cases.

- Accompanies Crown Counsel to meetings with judges and defence counsel to provide services associated with prosecution of criminal cases (i.e. preparation of pre-trial notices).

3. Legal research and analysis services are provided to facilitate and contribute to the success of the prosecution process.

Activities:

- Performs comprehensive legal research and analysis to provide input to and/or prepare case summaries, briefs and written arguments.
- Analyses specific legal issues relating to cases under the guidance of Crown Counsel, including analyzing and synthesizing related information and documents and preparing reports.
- Researches impact or affect of new or amended legislation on assigned cases or the criminal justice system, including identifying issues for the attention of Crown Counsel, supervisor, and/or other paralegals.
- Creates and contributes to legal databases and indexes.

4. Comprehensive communication, consultation and information services are provided to facilitate the prosecution process; ensure compliance with relevant legislation and policies; and enhance the perception of the criminal justice system.

Activities:

- Serves as primary point of contact for Crown Counsel, legal professional, victims, and other stakeholders throughout the life of assigned files.
- Liaises with other legal professionals and law enforcement agencies to obtain and provide information that contributes to the success of the prosecution process.
- Initiates contact with victims and families to inform them of their rights in accordance with the *Victims of Crime Protocol*; responds to enquiries concerning case status, court dates, outcomes, and general information about criminal justice system and related legislation, including associated processes and roles of all involved parties.
- Keeps witnesses apprised of status of cases, including processes concerning bail, recognizance, assessment orders, etc.; provides procedural information and responds to enquiries relating to criminal justice system and roles of involved parties.
- Attends seminars, conferences, and other sessions to remain aware and current as to potential issues and information pertaining to assigned cases, the criminal justice system, and paralegal services; presents information of interest to multiple stakeholders at conferences and information sessions as appropriate.

- Consolidates information and develops best practices and new procedural protocols for the division in response to new or amended legislation and policy directives as appropriate.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Criminal Justice paralegals are professionals engaged in substantive and procedural legal work to manage and co-ordinate major criminal cases. Paralegals work in a collaborative and mutually supportive team environment with Prosecutors, contributing substantially to the success of the Criminal Justice Division in achieving just outcomes.

The Paralegal is as knowledgeable with an assigned serious and complex case as the Crown prosecutor due to the position's involvement in every stage of the file as described in the *Responsibilities and Activities* section. Crowns rely heavily on the Paralegal's thorough knowledge of the file during the preparation stage as well as during the actual trial so that any unexpected issues that arise in court are responded to appropriately and quickly.

The vast range of serious and complex files that the Paralegal works on requires knowledge of different areas of the Criminal Code and case law, which contributes to the increasing diversity and complexity of the job.

Please refer to the *Changes Since Last Classification Review* section which fully describes how these positions have strengthened in responsibility and scope since the last review.

Knowledge, Skills and Abilities

(Diplomas, degrees and the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others. Specific training if it is an occupational certification/registration required for the job.)

The Paralegal requires comprehensive knowledge and understanding of:

- the criminal justice system and legal theory;
- file management and court documentation requirements and processes;

- early case resolution processes;
- legal research techniques and processes;
- police investigative techniques and respective *Criminal Code* requirements;
- the Ministry and division vision, business plan, organizational structure, and strategic priorities;
- the client and stakeholder community impacted by the division mandate and operations, the public, including relevant organizations, committees, advisory groups, and representatives;
- relevant common law principles; legislation and regulations (i.e. *Canada Evidence Act, Alberta Evidence Act, Jury Act, Criminal Code, Provincial and Federal Victims of Crime Legislation, Youth Criminal Justice Act, Tackling Violent Crime Act, Freedom of Information and Protection of Privacy Act*); and Ministry policies, guidelines and procedures;
- information systems and business productivity tools used to carry out responsibilities (i.e. Microsoft Word; JOIN; COMIS; legal databases and indexes; internet).

Depending on the branch or area in which the Paralegal works, specialized knowledge or expertise may be required (i.e. pertaining to Dangerous / Long Offender applications; declarations and affidavits; or bail estreatment for breaches).

The Paralegal requires strong and demonstrated:

- consultation and interpersonal skills;
- analytical and research skills, including ability to analyze and synthesize legal information obtained from broad and varied sources;
- problem solving and decision making skills;
- written and verbal communication skills;
- organizational and time management skills;
- commitment to discretion, diplomacy and tact;
- commitment to continuous improvement and innovation.

The Paralegal must be able to:

- recognize and identify emerging trends, issues, and information relating to assigned cases and the criminal justice system and assess their potential impact and affects on prosecutions;
- develop and maintain collaborative working relationships with stakeholders and partners;
- function independently as well as lead and contribute effectively within a team environment;
- demonstrate initiative, professional judgement, political sensitivity and empathy.

Educational background

- Legal Assistant Diploma plus two years of related experience. Preference for a related degree (Criminology) plus four years of related experience. Equivalencies considered.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Paralegal contacts and the frequency of these contacts vary depending on the type of files assigned to the paralegal at any one time, and the progress of each file. Paralegal contacts include:

Frequent Contacts (approximately daily contact with these groups):

- Law enforcement agencies
- Department of Justice counsel and employees
- Victims' Services personnel
- Victims
- Witnesses, both ordinary and expert
- Defence counsel
- Court services
- Judges and Justices
- Members of the public
- Sheriffs (both Court House security and highway traffic enforcement officers)
- Criminal Justice Division employees

Weekly contacts:

- Parole officers and parole office personnel
- Federal and provincial corrections staff
- Probation officers
- Court Reporters
- Librarians from crown libraries, legal reference libraries and Law Society libraries
- Psychologists and psychiatrists
- Medical examiners
- Other medical professionals
- Forensic lab personnel

Monthly contacts:

- Social workers
- AADAC treatment centres

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- The Law Society of Alberta
- Other government agencies]
- Insurance Companies (with respect to restitution orders)
- Behavioural sciences unit personnel

There are many purposes of these contacts but the overriding goal is to help ensure just outcomes in prosecutions. These contacts help the Criminal Justice Division achieve just outcomes by:

- Allowing paralegals to ensure or ascertain the continuity of evidence,
- Conduct information gathering,
- Prepare expert and ordinary witnesses for trial,
- Provide information and receive information from other agencies, branches or government offices involved in the administration of justice.

Importantly these contacts also help to ensure the public has access to justice and to information about prosecutions, thereby helping to facilitate a positive public perception of the criminal justice system.

Supervision Exercised

(List position numbers, class titles, and working titles of positions directly supervised.)

N/A

Last Review / Update: 2016-03-11

Subsidiary 1

Benchmark Evaluation - 017LA02

Identification Section

Working Title: Senior Land Titles Analyst
Department: Service Alberta
Division, Registries, Land Titles and Personal Property
Branch/Unit: Registry
Reports To: Land Titles Team Lead and Technical Advisor
Levels to D.M.: 6
Job Description: [017LA02](#)
MRS: See the Minimum Recruitment Standard for [Legal Administration](#)
Job Code: [017LA](#) - Legal Administration 4

Evaluation

Knowledge

D+I1 152

Creativity/Problem Solving

29% 43

Responsibility

R2 57

TOTAL JOB POINTS

252

Comments on Role

The Senior Analysts operate at the full working level. Acting on behalf of the Registrar of Titles, the Senior Analyst's utilize their working knowledge of the Torrens System of Land Registration and of related legislation, policies and case law to perform a quasi-judicial function, by reviewing land-related documents to complete registration of title.

The Senior Analyst must review documentation which may warrant investigation of previously registered encumbrances, analysis of title and any supporting documentation to determine registerability. Senior Analysts are fully accountable for accepting documents for registration and for all changes made to a title as a result of the registration. Senior Analysts do review registrations that are more common than others but there are also situations where the information they receive is unique or ambiguous.

Comments on Evaluation

- **Knowledge:**

Content Knowledge:

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- **D+:** The purpose of the Senior Land Titles Analyst role is to review, research, and register land title documents within the Torrens system. In order to perform this role effectively the Senior Analyst requires an in-depth knowledge of various statutes, acts, case law and policies in order to determine the registerability or rejection of documents. The position also requires a solid understanding of the legal documentation and processes involved in the registration of land. The Senior Analyst differs from the Analyst in that it operates at the full working level and is expected to interpret case law as well as use their advanced knowledge of legislation in determining whether a file meets the intent of the legislation and therefore can be registered. Although the Senior Analyst is not solely assigned the more complex files, they do provide assistance and guidance to Analysts and Junior Analysts on unique or unusual scenarios that may require case law interpretation and/or discretionary judgment. This specialized knowledge is gained through the senior paralegal course and considerable on the job training.

Complexity and Diversity:

- **I:** In order to accurately register land title document the Senior Analyst requires a solid understanding of the Torrens Lands Registration System and how it affects the registration or rejection of land registration within Alberta.

Human Relations Skills:

- **1:** Communications with clients is primarily for the exchange and clarification of land title information. The Senior Analyst takes part in the telephone rotation and may work front counter, however; the main purpose of communication with clients/stakeholders is to provide additional information and answer questions regarding the land title registration process. If the situation escalates, it is passed along to their Team Lead.

- **Creativity/Problem Solving:**

29%: The Senior Analyst independently registers land title documents within the Torrens System of Land Registration and within a set of applicable acts, policies and office procedures. The interpretation of case law is also required for instances where it may take precedent. The Senior Analyst can go to the Team Lead for assistance when unusual or complex registrations are encountered.

- **Responsibility:**

R2: The Senior Analyst is authorized to approve or reject registration of land title documents based upon prescribed legislation, case law and policies. It is regulatory focused.

Last Reviewed: May, 2009

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Last Review / Update: 2015-02-12

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Subsidiary 1 Benchmark Job Description - 017LA02

Identification Section

Working Title:	Senior Land Titles Analyst
Department:	Service Alberta
Division, Branch/Unit:	Registries, Land Titles and Personal Property Registry
Reports To:	Land Titles Team Lead and Technical Advisor
Levels to D.M.:	6

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Land Titles Overview

The land registration system used in Alberta is based on the Torrens System of land registration and operates under the legislative authority of the Land Titles Act. Under this system, the Government has custody of all original titles, documents and plans and has the legal responsibility for the validity and security of all registered land title information. The Government guarantees the accuracy of the title through the internal application and enforcement of laws derived from a multitude of statutes and court decisions.

Land Titles staff work in a quasi-judicial environment, where they examine legal documents and plans to ensure they comply with all current legislation, case law as well as policies and procedures before accepting them for legally binding registration. Because the Government guarantees the accuracy of title it is financially liable for any damages that may occur as a result of an incorrect registration, rejection or error made.

Senior Land Titles Analyst

The Senior Land Titles Analyst performs a quasi-judicial function in the review of documents presented for registration. Review of the documentation often requires research and analysis by

this position in order to properly determine if a document can be registered. Accurate determination of whether all required legal documentation is provided and correct is essential to this role. Throughout the registration process the Senior Analyst must communicate and consult with a variety of stakeholders including the legal community regarding document registration or rejection. If a registration is rejected this position must provide rationale for the rejection in a detailed and concise manner. The Senior Land Titles Analyst is also responsible for the integrity of the information they entered onto the title in ALTA.

The Senior Analyst is expected to independently and confidently work on the majority of files with little supervision; they are also expected to provide advice and training to Junior Analysts and Analysts as required. Their in-depth knowledge and experience allows them for the most part to handle requests that are highly complex, unusual, require case law interpretation and/or may potentially be precedent setting. The Senior Analyst is expected to process files faster than the Analyst level as they are quicker at identifying, reviewing and analyzing the relevant information. Senior Analysts are fully accountable for accepting documents for registration and for all changes made to a title as a result of registration.

Responsibilities and Activities

(Each end-result/responsibility shows what the job is accountable for, within what framework and what the added value is.)

- 1. Analyze the validity and registerability of all documents submitted for registration.**
The Senior Analyst must look at all parameters, fully comprehend client expectations and make sound decisions based on an in-depth and comprehensive knowledge of the extensive legislation, regulative and case law framework governing the Land Titles Office.

Activities:

- Performs technical and legal analysis of all document types submitted to Land Titles for registration.
- Provides discretionary decisions regarding a wide variety of complex documents, over 100 non-standardized documents are registerable at Land Titles.
- Analyses documents to ensure compliance with existing legislation, case law, office policies and procedures and provide independent decisions that may set a precedent.
- Accepts final responsibility for document approval by registering without any additional review.
- Rejects documents that do not comply with requirements and notify registrant of the reasons for rejection in a detailed and concise form.

- Identifies any characteristics in the document being examined that could cause difficulty or that could present attempts of fraud to the system. The incumbent must demonstrate and exercise a high degree of independent decision making.
- Demonstrates complete knowledge of the Power of Attorney Act in order to ensure compliance to the Law of Agency regarding documents.
- Exercises discretion when considering potential assurance fund liabilities, organizational uniformity, and additional factors, which may determine if a document is in substantial compliance with policy, procedures, statutes and regulations.
- Coaches, when required, other Analysts in all areas of document research and processing. This would also include discretionary decisions and interpretation of law; these abilities are only evident at this Senior Analyst level.

- 2. Perform all responsibilities associated with the registration function for documents.**
Utilizing their knowledge of document registration the incumbent ensures the registration process is completed in an accurate manner.

Activities:

- Expertly uses ALTA, the automated Land Titles Registration system, to facilitate the registration process.
- Manipulates existing applications to accommodate changing business needs.
- Accurately enters all necessary data obtained from the documents.
- Complies with all relevant instructions from the registrant including: priority requirements between documents, confirming permitted existing encumbrances and other special instructions as specified.
- Investigates any competing registrations to ensure priority of registrations is maintained, so that the assurance fund is not open to liability.

3. Stakeholder Communications

Acts as a consultant/representative of the Land Titles office for clients, stakeholders, legal community, financial institutions and the general public.

Activities:

- Provides consultation and acts as a resource to the legal community, providing expert non-legal advice in the drafting of Court Orders, research and evaluation of documentation for complex cross jurisdictional transactions and unusual client scenarios in order to facilitate registration.
- Acts as an expert witnesses in criminal cases, which may include fraud.
- Discusses and consults with clients on reasons why a document has been rejected.
- Participates in telephone rotation where the Senior Analyst will provide consultation services to, but not limited to, the general public, lawyers,

municipalities, federal and provincial departments, land developers regarding document registerability.

- Acts as a resource to the legal community when Lawyers are attempting to process unusual or complex documentation and require expertise for input to achieve desired outcome.
- Educates, advises and informs various stakeholders, both sophisticated and unsophisticated, supporting decisions, interpreting applicability of case law, statutes and legislation regarding registration or rejection.
- At this level positions may also work the front counter providing expert non-legal advice to the general public and other clients that require assistance regarding registration process and other related matters.

4. Research and Utilization of Resources

Activities:

- Completes historical reviews of an original document chain that has resulted in the creation of a certificate of title. Researches historical title chain when a document or a title's accuracy is challenged. Draw on their expert knowledge of the evolution of titles from book, to loose leaf, to electronic format. This allows determination of whether a legal interest should be created (endorsement on title) or released (removed from title).
- Determines if consent from the registered owner(s) is required for any amendments. The Senior Analyst can make some corrections and amendments; other types of amendments require consent from the registered owner(s) or other parties.
- For mineral dispositions, conducts historical search to determine registerability of documents. Historical issues regarding the accuracy of titles to mines and mineral interests have resulted in the Land Titles Act requiring that, before any dispositions of these interests are registered, the Senior Analyst must be satisfied that the person purporting to dispose of the interest is the correct registered owner.
- Reviews and examines all previously registered dispositions of these mines and mineral interests, taking into account all legislation and policy which may have been in place at the time those dispositions were made and certify that the chain of title is correct.
- Confirms the identity of parties to documents, compare signatures of previously registered documents, verify commissioners through Justice records and review activity on certificates of title.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Registrations have an immediate and direct impact on the Alberta economy and ownership of land throughout the province. Senior Analysts are required to make independent registration decisions for which they are solely responsible and accountable. Errors in any registration/decision may result in consequences to the government and/or stakeholders. The GOA is liable financially for errors made by all levels of Land Titles Analysts; however the impact to Albertans' could mean the loss of title.

Senior Analysts have attained an extensive understanding of the policies, procedures, legislation and case law governing Land Titles' document examination and registration function. The Senior Analyst understands the legal principles and logic behind Land Titles' policies; procedure, governing legislation and case law and can extrapolate this logic and apply it to new and previous unseen situations. Unique wording and situations in the documents being examined require the incumbent to apply multiple policies, legislation and case law, both alone and in combination, in order to make an independent registration decision for which they are solely responsible.

This position is expected to work independently when performing examinations and registrations. At this level, Senior Analysts must display a high degree of knowledge of the possible political and/or liability implications of their decisions. The uniqueness of this position is in that registerability is based on much more than finding and citing the correct section in a statute. Substantial interpretation of the intent of legislation as well as discretionary decision making skills must be evident at his level. Senior Analysts must also hold knowledge of historical legislation and any amendments to legislation.

A Senior Analyst may be required to assist in training staff, independently manage large complex packages of documents and be prepared to temporarily assume additional responsibilities as delegated.

This position has an extensive amount of contact with the clients/stakeholders. It is vital for the incumbent to exercise the appropriate professional communication skills to clearly and accurately convey interpretations of legislation, case law, current office policies and procedures and rejection reasons to a large and diversified internal and external clientele. Advice given and decisions made have an effect on time and cost for the registrant.

Knowledge, Skills and Abilities

(Diplomas, degrees and the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others. Specific training if it is an occupational certification/registration required for the job.)

Knowledge

- Extensive knowledge of the Torrens Land Registration System as it applies to land conveyance practices in Alberta.
- Extensive knowledge of and ability to apply real property law concepts to analyze the legal documents registered at Land Titles.
- Excellent knowledge of legal documents, their requirements, and boundaries.
- Flexibility to adapt to and have knowledge of, ever changing new legislation is expected at this level.
- Extensive knowledge of numerous statutes, case law, operating policies and procedures relating to the registerability of documents.
- Fully versed in all areas of federal, provincial and private legislation, as some documents are not prescribed by regulations.
- Extensive understanding of ALTA on which the Land Titles automated registration and search system operates. ALTA is a very complex mainframe application that requires an in-depth understanding of the operating procedures.
- Extensive understanding of CORES and SPIN2.

Skills and Abilities

- Critical reasoning abilities comprising five areas: deduction, assumption, inferences, interpretation and evaluation of arguments.
- Fully developed interpretation, research, and analytical skills.
- Excellent ability to interpret intent of legislation.
- Discretionary decision making skills.
- Ability to work within parameters of legislation and policy and to extrapolate principles from these for application in new and unusual situations.
- Excellent communication skills.
- Excellent organizational skills.
- Ability to work independently and error free, at a higher productivity than the Analyst level.

To effectively function at this position, the minimum requirements are:

- A post secondary certificate in a related field combined with 3 years directly related experience, preferably at the Analyst and Junior Analyst level.
- Incumbents must successfully complete the Advanced Paralegal training course before being placed at the Senior Land Titles Analyst level.

Contacts

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(Main contacts of this position and the purpose of those contacts.)

Some of the regular contacts of this position are: other Analysts, Team Leads, members of the legal profession, municipalities, general public, federal and provincial governments, financial institutions, oil and gas industries, bankruptcy trustees, land developers and the construction industry.

Purpose: to provide consultation services and general direction regarding the registration process and its requirements. To discuss and settle stakeholder issues and concerns as well as provide general information relating to land the registration process.

Supervision Exercised

(List position numbers, class titles, and working titles of positions directly supervised.)

This position does not have supervisory responsibilities.

Last Review / Update: 2015-02-12

Subsidiary 1

Benchmark Evaluation - 017LA01

Identification Section

Working Title: Team Lead
Department: Environment and Parks
Division, Lands Division/Land Disposition
Branch/Unit: Branch/Disposition Services
Section/Agriculture/Commercial
Applications Unit
Reports To: Section Head, Manager
Levels to D.M.: 3
Job Description: [017LA01](#)
MRS: See the Minimum Recruitment Standard for
[Legal Administration](#)
Job Code: [017LA](#) - Legal Administration 4

Evaluation

Knowledge

DI2 152

Creativity/Problem Solving

25% 38

Responsibility

R1 43

TOTAL JOB POINTS

233

Comments on Role

The Agricultural/Commercial Application Unit (Unit) reviews and approves applications for lease/sale of public land and coordinates the day to day land administrative functions, which include renewals, assignments, cancellations and assessment of surface lease rentals, purchase prices, timber damage charges, and security deposits as well as the collection of delinquent financial activities for the following land use activities:

- Sale of public land
- Non-profit recreational use
- Commercial development
- Disturbance of bed and shore of water bodies and watercourses
- Agricultural use
- Personal use

The unit is also responsible for the registration of a variety of encumbrances/caveats, conditional surrender of leases, and administration of Recommendation for Orders-In-Council, and Ministerial Orders as they relate to the administration of public land.

Reporting to the Section Head of the Disposition Services Section, the Team Lead of the unit is a strong member of the Disposition Services Section's senior staff. This senior team is vital for the successful implementation and coordination of the branch's succession planning program, as well as the ongoing seamless transition of changes to business processes related to the activities managed in the unit. The position initiates, formulates and revises administrative policies to ensure effective delivery of the program, and reviews new and updated land and resource management policies to ensure co-ordination with section administrative processes and policies. The position is responsible for ensuring that the approval process and disposition management is delivered in a fair and consistent manner to all stakeholders in accordance with applicable Legislation and policy.

Comments on Evaluation

- **Knowledge:**

Content Knowledge:

- **D:** The position requires extensive knowledge and experience of administrative processes related to public lands administration and the legislative (legal) requirements, practices and principles as it relates to land administration. The position requires a comprehensive understanding and demonstrated application of all applicable legislation and the department policies, directives and procedure manuals as they affect public land activities. The position must have comprehensive knowledge of the industries in Alberta associated with development activities on public lands, including technical terminology, basic economics of businesses, and impact on section and department operations. The position is expected to formulate and update land administration policies and procedures on an ongoing basis to ensure the program meets the needs of the department and the department's client base, (private sector, various associations and other government departments), while maintaining the integrity of the department's land use and resource management policies.

Complexity and Diversity:

- **I:** The position is accountable for tasks through others that impact on the organization's ability to meet its business plan goals. Changing work priorities/situations require increased latitude to consider which procedure to use. The position exercises a high degree of applied land administration knowledge, integrity and strategic vision when interpreting legislation, policies, regulations, and technical plans to make decisions relating to public land administration for the use of public land. Thinking is guided by substantially diversified guidelines and past practices but with fewer precedents.

Human Relations Skills:

- **2:** The position must ensure that operations and procedures carried out within the Unit are compatible with stakeholders who contribute to the goals of the

division/department. These stakeholders include various government departments/agencies such as, Land Titles, Alberta Transportation, Alberta Environment, Alberta Justice, Alberta Community Development and Alberta Seniors, as well as members of the legal community, and various industry representatives.

The position provides a positive approach and demonstrates leadership by mentoring and motivating the unit supervisor to carry out the training functions. Strong leadership by the position is imperative to the ongoing success of the program.

- **Creativity/Problem Solving:**

25%: The position reviews and influences policies and legislation relative to other government departments and agencies, to facilitate a consistent coordinated governmental approach to client service with respect to land administration and resource management programs. The position makes decisions regarding unique issues and situations in compliance with departmental legislation/policies, procedures and objectives. Decisions must not compromise existing principles or set precedents that are not appropriate or justified. These decisions must ensure a balanced approach in adhering to the principles of land administration while addressing client needs. Decisions/actions set precedent and may be challenged by other stakeholders. Inconsistent development and application of policies and legislation may cause financial consequences or civil court action. Errors or poor decisions can result in political ramifications and/or negative financial impact for clients and/or government.

- **Responsibility:**

R1: Results are focused on the effective and integrated delivery of the land administration program.

Last Reviewed: May, 2009

Last Review / Update: 2016-03-11

Subsidiary 1 Benchmark Job Description - 017LA01

Identification Section

Working Title:	Team Lead
Department:	Environment and Parks
Division, Branch/Unit:	Lands Division / Land Disposition Branch / Disposition Services Section / Agriculture / Commercial Applications Unit
Reports To:	Section Head, Manager
Levels to D.M.:	3

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Land Dispositions Branch has a mandate to provincially manage and deliver a multi-faceted public lands administration and mineral exploration program in accordance with the Public Lands Act, the Mines and Minerals Act and related legislation, regulations and policies. Public land administration is dynamic in nature given the continually increasing requests and complex and unique situations pertaining to the use of public land in the province, which is impacted by a variety of economic and societal drivers.

The Agricultural/Commercial Application Unit (Unit) reviews and approves applications for lease/sale of public land and coordinates the day to day land administrative functions, which include renewals, assignments, cancellations and assessment of surface lease rentals, purchase prices, timber damage charges, and security deposits as well as the collection of delinquent financial activities for the following land use activities:

- Sale of public land
- Non-profit recreational use
- Commercial development
- Disturbance of bed and shore of water bodies and watercourses
- Agricultural use

- Personal use

The Unit is also responsible for the registration of a variety of encumbrances/caveats, conditional surrender of leases, and administration of Recommendation for Orders-In-Council, and Ministerial Orders as they relate to the administration of public land.

Reporting to the Section Head of the Disposition Services Section, the Team Lead of the Unit is a strong member of the Disposition Services Section's senior staff team. The Senior team is key to successful implementation of the Branch's newly developed succession planning program, as well as the ongoing seamless transition of changes to business processes related to the activities managed in the Unit.

The incumbent initiates, formulates and revises administrative policies to ensure effective delivery of the program, and reviews new and updated land and resource management policies to ensure co-ordination with section administrative processes and policies.

The incumbent is responsible to ensure that the approval process and disposition management is delivered in a fair and consistent manner to all stakeholders in accordance with applicable Legislation and policy.

Responsibilities and Activities

(Each end-result/responsibility shows what the job is accountable for, within what framework and what the added value is.)

- The Team Lead exercises a high degree of applied land administration knowledge, integrity and strategic vision when interpreting legislation, policies, regulations, and technical plans to make decisions relating to public land administration for the use of public land. Decisions must not compromise existing principles or set precedents that are not appropriate or justified. These decisions must ensure a balanced approach in adhering to the principles of land administration while addressing client needs.
- The Team Lead must ensure that operations and procedures carried out within the Unit are compatible with stakeholders who contribute to the goals of the division/department. The stakeholders include various government departments/agencies such as, Land Titles, Alberta Transportation, Alberta Environment, Alberta Justice, Alberta Community Development and Alberta Seniors, as well as members of the legal community, and various industry representatives.
- The incumbent co-ordinates and/or initiates unit/section/branch special projects, and represents the branch/section/department on various committees and in meetings with stakeholders and maintains effective partnerships with both internal and external stakeholders including technical/professional staff, industry associations and interest groups.

1. Unit Supervision & Leadership.

Activities:

- Oversees the overall operation of the Unit, establish goals, priorities, practices and standards for the unit that are consistent with the department's business plan, and address the division's requirements.
- Direct Supervision of the Administrative Support 6 Supervisors.
- Play a key role in the promotion and implementation of the new business processes within the department as well as to external participants. This includes activities such as providing leadership, mentoring and coaching to Unit staff to ensure successful transition of business processes.
- Identify human resource requirements and consult with the Section Head to facilitate allocation and acquisition of staff. Conduct interviews, and hire staff.
- Supervises Unit staff and manages staff performance.
- Act for Section Head, as required.

2. Training and Development Programs

Activities:

- The Team Lead participates in the development of Unit training plans and conducts staff training sessions as required. The Team Lead identifies collaborates with other Section Team Leads of the Branch with respect to changes/updates for policies and procedures related to land administration and makes recommendations to the Section Head for changes.
- The Team lead is responsible to ensure that Procedure Manuals reflect current day business practices and processes.
- The Team Lead participates in presentations and committees involving department field staff, other government departments and industry stakeholders.
- Develop and present informative seminars, workshops, for various stakeholder groups, including, technical/professional field staff, industry groups, associations, municipalities and the private sector.

3. Delegated Authority.

Activities:

- The Team Lead exercises delegated authority on behalf of the Minister ensuring compliance with the requirements of the Public Lands Act, Regulations, departmental policy, procedures, guidelines and other applicable legislative authority.
- The Team Lead is a designated Refund Revenue Officer.

4. Consultation/Decision Making.

Activities:

- The Team Lead exercises a high degree of applied land administration knowledge, integrity and strategic vision when interpreting legislation, policies, regulations, and technical plans to make decisions relating to public land administration for the use of public land. Decisions must not compromise existing principles or set precedents that are not appropriate or justified. These decisions must ensure a balanced approach in adhering to the principles of land administration while addressing client needs.
- The Team Lead must ensure that operations and procedures carried out within the Unit are compatible with stakeholders who contribute to the goals of the division/department. The stakeholders include various government departments/agencies such as, Land Titles, Alberta Transportation, Alberta Environment, Alberta Justice, Alberta Community Development and Alberta Seniors, as well as members of the legal community, and various industry representatives.
- The incumbent co-ordinates and/or initiates unit/section/branch special projects, and represents the branch/section/department on various committees and in meetings with stakeholders and maintains effective partnerships with both internal and external stakeholders including technical/professional staff, industry associations and interest groups.

5. Legislation and Policy Initiation/Review.

Activities:

- Interpret and communicate legislation/policy/procedures in writing, by telephone and in person to internal and external stakeholders for information and issue resolution.
- Initiate, formulate and update land administration policies and procedures on an ongoing basis to ensure the program meets the needs of the department and the department's client base, (private sector, various associations and other government departments), while maintaining the integrity of the department's land use and resource management policies.
- Review and influence policies and legislation relative to other government departments and agencies, to facilitate a consistent coordinated governmental approach to client service with respect to land administration and resource management programs.

6. Issue Research and Resolution.

Activities:

- Evaluate and resolve complex, unique, and controversial issues in accordance with legislation, and policies, while recognizing the impact of actions and decisions extend beyond the branch and into areas outside the department and government.
- Render decisions/resolutions that are often precedent setting. It is therefore, imperative that decisions are defensible and unbiased.
- Communicate decisions in writing or verbally to the client, legal community, departmental senior management and other government agencies and departments.
- Identify and provide options to senior department management regarding politically sensitive issues while ensuring these options do not conflict with legislation or policies.
- Initiate and conduct research to ensure that information provided to the Section Head on a variety of subjects and issues ensuring that the information contains accurate and relevant data.
- Attend meetings with stakeholders, which include clients, solicitors, consultants and department professional/technical staff, to provide solutions to site-specific issues and problems.

7. Action Requests, FOIPP Requests.

Activities:

- Initiate briefings for Section Head and senior management regarding politically sensitive issues.
- Draft ministerial correspondence to internal and external stakeholder inquiries regarding departmental policies/procedures and legislation as they relate to land administration and allocation decisions.
- Respond verbally to inquiries originating from the executive level, and provide results of contact.
- Administer FOIPP requests for the Unit.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

The Team Lead makes decisions regarding unique issues and situations in compliance with departmental legislation/policies, procedures and objectives. Decisions/actions set precedent and may be challenged by other stakeholders, which could lead to political embarrassment, financial consequences or civil court action. Errors or poor decisions can result in political ramifications and/or negative financial impact for clients and/or government.

In order to facilitate the department's succession planning goals, the Land Dispositions Branch is committed to a cross training program to ensure all staff have the knowledge and skills to expand their abilities and promote opportunities for growth. The Team Leader provides a positive approach and demonstrates leadership by mentoring and motivating the unit supervisor to carry out the training functions. Strong leadership by the Team Leader is imperative to the ongoing success of this program for the branch.

Knowledge, Skills and Abilities

(Diplomas, degrees and the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others. Specific training if it is an occupational certification/registration required for the job.)

Professional Knowledge and Experience

Team Lead positions requires two year diploma in a related field (i.e. Land Administration or Paralegal/Legal Assistant Program) and 3 years of progressively responsible land administration experience, and a comprehensive understanding and demonstrated application of the *Public Lands Act and Regulations, Mines and Minerals Act (specifically the Exploration Regulation)*, and department policies, directives and procedure manuals. The Team Lead must demonstrate an understanding of the implications of the *Environmental Protection and Enhancement Act, Surface Rights Act, Forest Act, Water Act, Municipal Government Act, Government Organizational Act, Public Highway Development Act, Land Titles Act, Line Fence Act, Freedom of Information and Protection of Privacy Act* as they affect public land activities.

The Team Lead position also requires extensive and varied supervisory experience. (Supervisory development courses to be provided through the employer).

The Team Lead requires the following:

- Integral knowledge of the Government, department, and division structure, business plans, and reporting relationships and activities as they relate to the land administration program.
- A comprehensive knowledge of the industries in Alberta associated with development activities on public lands, including technical terminology, basic economics of businesses, and impact on section and department operations.
- Land use principles.
- A variety of technical plans such as survey plans prepared, by an Alberta Land Surveyor and construction and engineering plans prepared by a Professional Engineer or Engineering Technologist.
- Experience and understanding of legal practices, proceedings and documents.

- Extensive knowledge and experience in land administration and the ability to apply all acquired knowledge to unique situations and complex issues.

Skills and Abilities

- Demonstrated leadership abilities.
- Excellent communication skills in both written and verbal form with an emphasis on diplomacy, reasoning, mediating, negotiating and motivating.
- Ability to manage multiple projects, meet short deadlines, work under pressure and coordinate assigned projects while carrying out ongoing responsibilities.
- Superior interpretive, analytical and research skills.
- Ability to work independently as well as contribute within a team environment.
- Demonstrated initiative, sound judgment, and creative approach to problem solving and decision-making.
- Computer literacy in a variety of department systems and programs.

Contacts

(Main contacts of this position and the purpose of those contacts.)

The Team Lead interact extensively with clients, stakeholders, law firm representatives, and government staff to resolve issues and expedite processing of land administration documents in accordance with legislative, legal, and land use requirements. Given the provincial scope of the Disposition Services Section, the Team Lead often serves as resources to a variety of government agencies.

Supervision Exercised

(List position numbers, class titles, and working titles of positions directly supervised.)

The Team Lead directly supervises the Administrative 6 supervisors. There is between 1 and 2 AS6 Supervisors in a Unit depending on the number of AS 4 Land Administrators in the Unit.

The number of staff in each Unit fluctuates based on the volume of work and experience level of the staff.

Last Review / Update: 2016-03-11

Subsidiary 1

Benchmark Evaluation - 016LA02

Identification Section

Working Title: Administrative Officer/Legal Assistant
Department: Justice and Solicitor General
Division, Criminal Justice Division
Branch/Unit:
Reports To: Chief Crown Prosecutor
Levels to D.M.: 5
Job Description: [016LA02](#)
MRS: See the Minimum Recruitment Standard for [Legal Administration](#)
Job Code: [016LA](#) - Legal Administration 3

Evaluation

Knowledge

D-I2 132

Creativity/Problem Solving

29% 38

Responsibility

R1 43

TOTAL JOB POINTS

213

Comments on Role

In consultation with the Chief Crown Prosecutor and Director of Regional Prosecutions, this position is responsible for the planning, business functions and overall support operations of the Regional Crown Prosecutors office. This includes responsibility for administration of human resource processes, budget and accommodation needs. The Administrative Officer, in consultation with the Chief Crown Prosecutor, is responsible for identifying and planning for the changing needs of the office and is the key contact and principal resource person for the day-to-day administration of the Regional Crown office. This position also provides administrative and legal assistant support to the Chief Crown Prosecutor.

The Administrative Officer participates in management meetings and shares the responsibility for strategic planning involving administration of finances, human resources, systems, facilities and general administration. The Administrative Officer also participates and implements recommendations agreed upon at the regular Administrative Officer meetings for the Criminal Justice Division.

This position works independently within a framework of applicable legislation, policies, procedures, regulations and precedents.

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Classification: Protected A



Comments on Evaluation

- **Knowledge:**

Content Knowledge:

- **D-:** The D- rating reflects not only the requirement for the same knowledge as a full working level legal assistant but also the additional knowledge of human resources, financial and administrative processes and procedures this position requires in order to ensure effective coordination of the office. The Legal Assistant duties include providing enhanced trial preparation support and assistance to prosecutors involved in a myriad of cases. This position requires a depth of specialized legal support knowledge combined with a breadth of knowledge in general office coordination processes in order for the position to facilitate and coordinate the necessary administrative functions.

Complexity and Diversity:

- **I:** The position needs a well-developed understanding of the work flow in a Crown office and how their work relates to the operations of the office. Supervision is recognized here.

Human Relations Skills:

- **2:** As a supervisor this position is required to influence behavior and enforce rules in order to effectively lead staff and ensure desired performance results are achieved. Position is involved in any disciplinary issues related to their staff in the office and must use their skills of persuasiveness and influencing to assist in turning situations around or resolving conflict while remaining sensitive to the other person's point of view. Conflict resolution tends to be short term.

- **Creativity/Problem Solving:**

29%: The position is expected to work independently on a large number of tasks although access to assistance is available from the Chief Crown prosecutor. Position must be aware of a large number of policies, practices and precedents and has room to operate within these dependent on the job duty. Independent proper selection and interpretation of appropriate guidelines is an expectation. The supervisory component requires this position to deal with changing priorities and situations where increased problem solving skills may need to be utilized.

- **Responsibility:**

R1: This position exists to provide legal and office management support to the Chief Crown Prosecutor in support of Criminal Prosecutions making the focus of this position primary program/service delivery.

Last Reviewed: May, 2009

Last Review / Update: 2016-03-11

Subsidiary 1 Benchmark Job Description - 16LA02

Identification Section

Working Title:	Administrative Officer/Legal Assistant
Department:	Justice and Solicitor General
Division, Branch/Unit:	Criminal Justice Division
Reports To:	Chief Crown Prosecutor
Levels to D.M.:	5

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

In consultation with the Chief Crown Prosecutor and Director of Regional Prosecutions, this position is responsible for the planning, business functions and overall support operations of the Regional Crown Prosecutors office. This includes responsibility for administration of human resource processes, budget and accommodation needs. The Administrative Officer, in consultation with the Chief Crown Prosecutor, is responsible for identifying and planning for the changing needs of the office and is the key contact and principal resource person for the day-to-day administration of the Regional Crown office. This position also provides administrative and legal assistant support to the Chief Crown Prosecutor.

The Administrative Officer participates in management meetings and shares the responsibility for strategic planning involving administration of finances, human resources, systems, facilities and general administration. The Administrative Officer also participates and implements recommendations agreed upon at the regular Administrative Officer meetings for the Criminal Justice Division.

This position works independently within a framework of applicable legislation, policies, procedures, regulations and precedents.

Responsibilities and Activities

(Each end-result/responsibility shows what the job is accountable for, within what framework and what the added value is.)

1. Coordinate Human Resource processes for the Regional Crown Office including employee relations, compensation, classification, succession planning and recruitment.

Activities:

- Handle employee relations including investigation of complaints that involves utilizing skills in conflict management, mediation and resolution for sensitive situations.
- Liaise with Strategic Planning and Business Services Branch (Head Office) regarding staffing issues.
- Review support staff structure to enhance work efficiency within the Regional Crown Office to ensure the best support for prosecutors.
- Recruit at Administrative 3 level, including preparing job advertisements, screening resumes, conducting interviews, checking references and reporting final selection to Human Resource Consulting Services.
- Collaborate with Human Resource Consulting Services when interviewing at the Legal Administration 2 and Legal Administration 5 (paralegal) levels.
- Complete commencement and termination documents as required.
- Arrange orientation of new Crown Prosecutors and support staff respecting office processes and procedures.
- Act as liaison between staff and Pay & Benefits and/or Human Resources regarding salary and benefits on commencement.

2. Provide supervision and direction to the administrative staff through effective leadership and support skills.

Activities:

- Mentor and coach support staff and provide them with challenging opportunities ensuring the development of appropriate skills and competencies to guarantee continuity of operations, achievement of office objectives, succession planning and cross-training, while maintaining a positive atmosphere conducive to good employee morale.
- Ensure that staff understand the goals and strategies of the Ministry and the Division.

- Administer the performance planning process for support staff by ensuring that goals are set, reviewed, and achieved along with training and development needs to fulfill operational requirements.
- Ensure issues such as staff conflicts are dealt with in a sensitive and tactful manner in compliance with Human Resource policies and procedures.
- Monitor and administer workload issues such as overtime and leaves to ensure adequate support is available for prosecutors; implement cross-training of staff to address short-term absences (vacation, sick leave).
- Coordinate human resource requirements for the Office: recruitment of wage personnel, liaison with Strategic Planning and Business Services Branch and Human Resources to recruit permanent and non-permanent positions, commencement of new employees and terminations.
- Maintain attendance records for Crown and Support Staff and provide monthly time deviation reports to Pay & Benefits, including vacation schedules and other leave.
- Prepare and maintain Hazard Assessments to ensure the health and safety needs of staff are appropriately addressed, including all occupational health and safety issues that may arise.

3. Efficient and effective administration of the Office's finances to ensure that deadlines and fiscal targets are met.

Activities:

- Oversee budget by collecting and compiling data and forecasting future needs, including those that result from procedural or legislative changes.
- Prepare monthly expenditure forecasts, which involve monitoring the processing of accounts payable, ad hoc, travel and expense claims, advances, leased and fixed asset purchases.
- Acts as Reviewing Officer for processing of expense claims.
- Monitors expenditures and ensures that accounts payable and/or receivable are processed in a timely manner and that variance reports properly reflect the financial condition of the Grande Prairie Crown Office.
- Supervise the ordering of supplies and materials on a regular basis to accommodate the requirements of the office.
- Identify cost saving and efficiency measures and alternative uses for the savings.

4. Effective administration and organization of accommodation and facilities requirements.

Activities:

- Negotiates directly or oversees negotiations with vendors for the leasing of equipment, facilities, telecommunications, supplies, fix assets and surplus furniture.
- Initiates requisitions, lease contracts and agreements and oversees maintenance of such materials and facilities.
- Coordinates and organizes with building managers to ensure that workflow of office is disturbed as little as possible during office renovations or furniture moves.
- Makes recommendations for changes in the office's physical structure (i.e. renovations).
- Coordinate accommodation requirements such as telecommunication requests, IT needs, equipment contracts and renewals, and records management.
- Monitor security concerns and requirements and make recommendations as necessary.
- Prepare and maintain Business Continuity Plan to ensure critical services are available in the event of a disruption in services.

5. Ensure accurate, timely, and professional legal support services are provided to internal parties (prosecutors) and external stakeholders.

Activities:

- Schedule bail reviews & hearings, pre-booking of Queen's Bench trials, liaise with trial coordinator in booking pre-trial conferences, changes in court sittings, liaise with Court Services as necessary to arrange witness travel and appearance in Court.
- Provide and obtain information from defence counsel, investigative agencies, witnesses, Judges' offices, Court Services staff, ADM's office, Appeals Branch, general public and other internal parties.
- Coordinate appearances for urban Crown offices such as Edmonton, Calgary, Regulatory or Special Prosecutions to arrange for regional Crowns Prosecutors to appear as agents on their behalf as necessary. Report outcome to urban Crown offices as required.
- Respond to disclosure questions.
- Implement new office procedures and spearhead change that creates workflow efficiencies.
- Collaborate with stakeholders such as Probation, Court Services, RCMP and judiciary to address common concerns and offer solutions that will be of benefit to those stakeholders.
- Disseminate information to ensure that knowledge management principles are implemented.
- Draft complex correspondence for signature of Chief Crown, Regional Director or ADM.
- Obtain out of Province/Country/International Travel Authorizations.
- Make travel arrangements for prosecutors and Chief Crown.

- Schedule appointments for prosecutors and Chief Crown.
- Maintain daily/weekly/monthly Court schedules for Crown and Chief Crown, including hiring of ad hocs when necessary and resolution of issues that may arise with scheduling or ad hoc billing.
- As proxy for prosecutors utilize MyAgent to prepare expense accounts.
- Track sensitive cases and provide updates to ADM.

6. Problem solve and research information when required.

Activities:

- Compile cases and relevant information from Quicklaw, Criminal Code and Internet sites when requests are received from the Crown Prosecutor regarding charges, sentences, statutes, and regulations.
- Access and assess Criminal Code, JOIN Charge Text and Internet sites when requests are received from the police regarding charges, wording of charges and/or procedures.
- Utilize the Justice Online Information Network (JOIN) to verify charges, court dates, assigned prosecutor, locations and subpoenaed witnesses.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- This position requires innovative thinking for procedural streamlining and to generate efficiencies in order to ensure that operational, planning and administrative requirements of the Office are met.
- Position works with limited supervision with the majority of work being completed independently of instruction by applying the required knowledge of legislation, procedures, regulations and precedents.
- Position is required to be knowledgeable of all support staff positions for workload cover-off issues and operational efficiency.
- A consistent approach in recruitment and retention is necessary to ensure that external stakeholders are not adversely affected by staffing shortages.
- Problem solving and knowledge of staff capabilities is required to ensure that employees have the required skills and knowledge to perform assigned functions.
- Administrative services provided impact the Office, circuit locations as well as rural law enforcement agencies.

- Administrative services provided impact the different levels of court. Incomplete files/processes or lack of communication and liaising with Court Clerks could hamper the Court process.

Knowledge, Skills and Abilities

(Diplomas, degrees and the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others. Specific training if it is an occupational certification/registration required for the job.)

Experience:

- Legal Assistant Diploma and several years related criminal experience or equivalencies.
- Considerable senior legal assistant and administrative experience in a highly computerized environment.
- Office administration, supervision and budget management experience or equivalencies.
- Experience with all aspects of planning, developing and managing projects.
- Exposure to automated financial systems would be an asset.

Knowledge:

- Comprehensive understanding of the Criminal Justice System and processes.
- Thorough knowledge of Windows, Microsoft Office Suite, IMAGIS, WORTS, IRIS.
- Knowledge of the Department's business environment and processes and the Division's business plan.
- Knowledge of various Acts and legislation as well as policy, procedures, agreements and other authorities including: the Collective Agreement; signing authority documentation; Financial/Budgetary Policies and Procedures; FOIP Act; Administrative Policies and Procedures; Bank of Montreal MasterCard User Guide; Acts and legislative authorities; government and departmental programs, systems, and procedures; human resource procedures and services; and experience in planning and developing large and small scale projects.
- Knowledge of human resource, financial and administrative processes and procedures.
- Knowledge of group dynamics, facilitation and consultation.
- Understanding of general management principles, budgeting and financial planning.
- Understanding of project management principles, processes, cost management and scheduling.
- Understanding of organizations, team operations and human relations.

- Understanding of the principles and processes of organizational effectiveness and organizational change.

Skills:

- Excellent oral and written communication skills.
- Exceptional organizational and analytical skills.
- Sensitive to issues when dealing with confidential or contentious matters.
- Superior planning, organization and general management skills including project management and the ability to prioritize on the basis of goals and objectives.
- Able to analyze and evaluate situations and problems, synthesize, provide innovative solutions and make decision.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Clients	Frequency	Purpose
Internal		
Chief Crown Prosecutor	Daily	Coordination of work, advice, exchange of information and file tracking.
Crown Prosecutors	Daily	Coordination of work, advice, exchange of information and file tracking.
Support Staff	Daily	Coordination of work, advice, exchange of information and file tracking.
Director, Regional Prosecutions	Weekly	Liaison and exchange of information regarding overall office activities.
Director, Business Operations	Weekly	Liaison and exchange of information regarding budget reporting requirements.
Workforce Planning Advisor	As Required	Liaison and exchange of information regarding staffing requirements.
HR Consulting Services	As Required	Liaison and exchange of information regarding recruitment.
External		
Service Alberta	As Required	Liaison and exchange of information regarding pay and benefits.
Strategic Services	As Required	Exchange information regarding facility requirements.

Court Services	Daily	Exchange of information regarding court scheduling.
Law Enforcement Agencies	Daily	Exchange of information regarding case file information.
Victims, Witnesses	As Required	Provide information regarding procedural information and victim services.
Defence, Accused	As Required	Provide information.

Supervision Exercised

(List position numbers, class titles, and working titles of positions directly supervised.)

Supervision of 6 Legal Administration 2's.

Last Review / Update: 2016-03-11

Subsidiary 1

Benchmark Evaluation - 016LA01

Identification Section

Working Title: Land Administration Supervisor
Department: Environment and Parks
Division, Branch/Unit: Lands Division / Lands Disposition Branch / Disposition Services Section / Oil and Gas Application & Approval Unit
Reports To: Team Lead / Legal Administration 4
Levels to D.M.: 4
Job Description: [016LA01](#)
MRS: See the Minimum Recruitment Standard for [Legal Administration](#)
Job Code: [016LA](#) - Legal Administration 3

Evaluation

Knowledge

C+I2 132

Creativity/Problem Solving

25% 33

Responsibility

R2 43

TOTAL JOB POINTS

208

Comments on Role

The Industrial/Oil and Gas Application and Approval Unit reviews and approves applications, and coordinates the day to day land administrative functions, which include assessment of surface lease rentals, timber damage charges, and security deposits as well as the collection of delinquent financial activities for the following land use activities:

- Oil and gas development
- Electrical energy development
- Forest Industry Logging Roads
- Surface Materials (sand, gravel, peat) exploration and extraction activities
- Provincial Geophysical Exploration Programs
- Provincial Roadways Program
- Provincial Reservation Program

The Land Administration Supervisor (LAS) reports directly to the Team Lead of the Application and Approvals Team and performs a full range of supervisory duties for the Land Administrators. These duties include coordinating the activities of the unit staff and exercising delegated authority as well

as providing comprehensive administrative, operational and consultative information and conflict resolution relative to public land administration.

The Unit is also responsible for the registration of a variety of encumbrances/caveats, conditional surrender of leases, and administration of Recommendation for Orders-In-Council, and Ministerial Orders as they relate to the administration of public land.

Comments on Evaluation

- **Knowledge:**

Content Knowledge:

- **C+:** The position requires comprehensive knowledge of the administration process related to public lands administration and the legislative (legal) requirements, processes and procedures for a wide range of disposition applications for approvals, assignments, renewals, amendments, and cancellations associated with various activities on public land. Position requires knowledge of accounting processes used for land transactions, as well as technical knowledge of land use principles and the Alberta Survey System. While the knowledge required is narrow in focus, the depth and breadth of the knowledge results in the "C+" rating. The position is expected to deal with and have strong knowledge of a much broader range of issues, dispositions and transactions of the varied clients and stakeholders of the public lands disposition program.

Complexity and Diversity:

- **I:** Full individual contributor (position who's duties are well beyond task focus and requires an understanding of the environment/work around it) as it requires an understanding of how its work relates to the delivery of the public lands programs. The position exercises judgment and applied legal land administration knowledge when interpreting legislation, policies, regulations, and technical plans to make decisions. Decisions are made within the boundaries of existing land administration legislation and principles. These decisions must ensure a balanced approach in adhering to the legal requirements and principles of land administration while addressing client needs.

Human Relations Skills:

- **2:** The position reviews the recommendations of the Land Administrators and provides approval or direction on disposition applications and land related activities. Position is required to provide training, direction and guidance to staff within the Unit, and must interact with a variety of internal and external stakeholders, technical and professional bodies and staff, and legal firm representatives. The position communicates with applicants and their agents, members of the public, industry representatives, solicitors, representatives of external agencies and governments, and

department and government staff members to discuss the legislative land-related documents pertaining to designated activities on public lands for the purpose of clarifying information and to resolve issues to expedite the processing of land administration documents in accordance with legislative, legal, and land use requirements.

- **Creativity/Problem Solving:**

25%: Position exercises the responsibilities of a delegated authority in accordance with relevant and applicable legislation, regulations and Government and Ministry policies and procedures. Incorrect application of the legislation can result in significant financial loss to the government. Missed deadlines and poor judgement can potentially result in significant economic and/or operational impacts to clients/department. Although the work performed is covered by diversified procedures, more latitude is permitted in considering the most appropriate procedure to follow due to differing situations encountered. Position is required to use judgment and determine if a better alternative exists.

- **Responsibility:**

R2: Service delivery focused, providing senior legal administration and supervision support for the administration of the public lands program.

Last Reviewed: May, 2009

Last Review / Update: 2016-03-11

Subsidiary 1 Benchmark Job Description - 016LA01

Identification Section

Working Title:	Land Administration Supervisor
Department:	Environment and Parks
Division, Branch/Unit:	Lands Division / Lands Disposition Branch / Disposition Services Section / Oil and Gas Applications and Approval Unit
Reports To:	Team Lead / Legal Administration 4
Levels to D.M.:	4

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Disposition Services Section is responsible for the administration of public land in Alberta, a responsibility mandated by legislation including the *Public Lands Act* and the *Mines and Minerals Act*. Public land administration is dynamic in nature given the continually increasing requests and complex and unique situations pertaining to the use of public land in the province.

The Industrial/Oil & Gas Application & Approval Unit reviews and approves applications, and coordinates the day to day land administrative functions, which include assessment of surface lease rentals, timber damage charges, and security deposits as well as the collection of delinquent financial activities for the following land use activities:

- Oil and gas development
- Electrical energy development
- Forest Industry Logging Roads
- Surface Materials (sand, gravel, peat) exploration and extraction activities
- Provincial Geophysical Exploration Programs
- Provincial Roadways Program
- Provincial Reservation Program

The Unit is also responsible for the registration of a variety of encumbrances/caveats, conditional surrender of leases, and administration of Recommendation for Orders-In-Council, and Ministerial Orders as they relate to the administration of public land.

The Land Administration Supervisor (LAS) reports directly to the Team Lead of the Application and Approvals Team and performs a full range of supervisory duties for the Land Administrator AS 4s and Land Administrator Interns. These duties include coordinating the activities of the Unit staff and exercising delegated authority as well as providing comprehensive administrative, operational and consultative information and conflict resolution relative to public land administration.

Responsibilities and Activities

(Each end-result/responsibility shows what the job is accountable for, within what framework and what the added value is.)

The LAS supervises a team of Land Administrators who review and process a full range of land-related documents including applications for dispositions of public land for a variety of uses as indicated above, as well as registration of encumbrances for designated activities related to public land. The LAS exercises the responsibilities of a delegated authority in accordance with relevant and applicable legislation, regulations, Government and Ministry policies and procedures and completes all responsibilities within a timely and accurate manner.

1. Supervisory Responsibilities.

Activities:

- Instructs AS 4 Land Administrators and Land Administrator Interns in work methods and procedures.
- Establishes quality and quantity standards and ensures that they are met.
- Establishes work priorities and schedules.
- Assigns work to ensure continuity of work flow.
- Discusses employees' work performance with Team Lead.
- Assists in developing Team objectives.
- Participates in the interviewing and selection of new employees.

2. Delegated Authority.

The LAS is a designated Refund Revenue Officer and also exercises delegated authority as follows:

Activities:

- Authorizes a broad range of development activities on public lands in Alberta.
- Approves amendments, and cancellations for the various categories of land use.
- Approves refunds of overpayments of rental, security deposits and timber damage assessment charges for public land dispositions.

3. Training Development Programs.

Activities:

- The LAS is the lead in the implementation of changes/updates to policies/procedures and processes related to land administration and is responsible for ensuring staff manage their activities a fair and consistent manner.
- The LAS collaborates with the Team Lead and Senior Land Administrator for the development/maintenance of Procedure Manuals directly related to the Team's business procedures and processes.
- The LAS participates in presentations involving department field staff, other government departments and industry clients.

4. Consultation/Decision Making.

Activities:

- The LAS provides consultation and advisory services to clients and stakeholders relating to the processing and assessment of applications and land-related documents. This includes answering questions, discussing applications and other submissions, evaluating and clarifying information, and resolving conflicts. The LAS reviews the recommendations of the Land Administrators and provides approval or direction on applications and land related activities.
- The LAS exercises judgment and applied land administration knowledge when interpreting legislation, policies, regulations, and technical plans to make decisions. Decisions are made within the boundaries of existing land administration principles. These decisions must ensure a balanced approach in adhering to the principles of land administration while addressing client needs.
- The LAS represents the Unit/Team on various committees involving department, branch and section staff and is responsible to make decisions that reflect the Team's interests and requirements.

5. General Land Administration.

Activities:

- The LAS provides direction to the Unit's Land Administrators regarding processing of applications and land related documents.

- The LAS completes research projects, conducts file reviews, creates file summaries and provides recommendations to the Team Lead on appropriate courses of action for the more unique and complex applications and land related activities.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

The LAS has several years of land administration and supervisory experience and demonstrates a comprehensive understanding of the activities managed within the Unit as well as comprehensive understanding of the relationship of the activities handled in the Section. The scope of responsibilities associated with the LAS position requires involvement in the administration of several different types of dispositions and or transactions related to public land activities involving a broad range of clients and stakeholders.

The LAS has a demonstrated understanding of legislation, policies, and land use principles and is expected to utilize a considerable degree of applied land administration knowledge when exercising delegated authority. Incorrect application of the legislation can result in significant financial loss to the government. The LAS is also expected to maintain a high degree of integrity when exercising the delegated authority and complete the land transactions with within strict and regulated timelines. Missed deadlines and poor judgement can potentially result in significant economic and/or operational impacts to clients/department.

The LAS has considerable latitude and independence to manage the day-to-day operation of the Team including resource allocations to meet schedules and timelines. The LAS maintains a liaison with the Team Lead regarding any major concerns relative to the day-to-day operations of the Section. The LAS is expected to initiate changes for improvements to procedures and processes that result in greater efficiency and improved service to clients and stakeholders. Changes that exceed the scope of the Team are to be reviewed with the Team Lead as are any decisions made outside established policies and processes, without clear precedent, or with the potential to be politically sensitive or contentious.

Knowledge, Skills and Abilities

(Diplomas, degrees and the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others. Specific training if it is an occupational certification/registration required for the job.)

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Knowledge, Education and Experience

- Two year diploma in a related field (i.e. Land Administration or Paralegal/Legal Assistant Program) plus two year of progressively responsible related experience.
- Equivalencies will be considered.
- Progressively responsible supervisory experience is also required.
- Demonstrated understanding and application of the *Public Lands Act and Regulations, Mines and Minerals Act (specifically the Exploration Regulation)*, department policies, directives and procedure manuals as applicable to the Team's responsibilities.
- Demonstrated understanding of the implications of the *Environmental Protection and Enhancement Act, Surface Rights Act, Forest Act, Water Act, Municipal Government Act, Government Organizational Act, Public Highway Development Act, Land Titles Act, Line Fence Act, Freedom of Information and Protection of Privacy Act* as they affect public land activities, handled within the Unit.
- An understanding of government, department, and division structure, business plans, and reporting relationships.
- A thorough understanding of the processes and procedures for the administration of a range of applications for approvals, assignments, renewals, amendments, and cancellations associated with various activities on public land.
- An understanding of legal rules, practices, and principles relating to land transactions.
- A thorough understanding of accounting processes used for land transactions.
- An understanding of industries in Alberta associated with development activities on public lands, including technical terminology, basic economics of businesses, and impact on section and department operations.

In addition to the administrative requirements for land transactions, the LAS requires a technical understanding of:

- the Alberta survey system;
- land use principles.

Skills and Abilities

- Demonstrated verbal communication skills to develop rapport and interact effectively with clients and their agents, department representatives, stakeholders, and representatives of legal firms.
- Demonstrated written communication skills to draft complex memos, letters, and summaries.
- Well developed analytical, problem solving, and research skills.
- Ability to perform advanced mathematical calculations.
- Superior organizational and time management skills, including ability to function effectively, multi-task, and set priorities while facing tight time frames and deadlines.

- Ability to plan, prioritizes, and coordinates team workloads while carrying out ongoing responsibilities.
- Ability to work independently as well as contribute within a team environment.
- Demonstrated initiative, sound judgment, and creative approach to problem solving and decision-making.
- Ability to provide direction and guidance to other staff members.
- Proficiency in use of various software products (e.g. Microsoft Word) and relevant land registry and finance computer systems.
- Detail orientated.

Contacts

(Main contacts of this position and the purpose of those contacts.)

The LAS communicates in person, by telephone, and in writing with applicants and their agents, members of the public, industry representatives, solicitors, representatives of external agencies and governments, and department and government staff members to discuss land-related documents pertaining to designated activities on public lands, evaluate and clarify information.

Supervision Exercised

(List position numbers, class titles, and working titles of positions directly supervised.)

Full compliment of Land Administrators and Interns (if applicable).

Last Review / Update: 2016-03-11

Subsidiary 1

Benchmark Evaluation - 015LA03

Identification Section

Working Title: Land Titles Analyst
Department: Service Alberta
Division, Registries Services, Land Titles and Personal
Branch/Unit: Properties Registry
Reports To: Land Titles Team Lead and Technical Advisor
Levels to D.M.: 6
Job Description: [015LA03](#)
MRS: See the Minimum Recruitment Standard for [Legal Administration](#)
Job Code: [015LA](#) - Legal Administration 2

Evaluation

Knowledge

C+I1 115

Creativity/Problem Solving

25% 29

Responsibility

R2 38

TOTAL JOB POINTS

182

Comments on Role

Acting on behalf of the Registrar of Titles, the Analyst's utilize their working knowledge of the Torrens System of Land Registration and of related legislation and policies to perform a quasi-judicial function, by reviewing land-related documents to determine substantial compliance. Analysts do review registrations that are more common than others but there are regular situations where the information they receive is unique or ambiguous. In instances where the Analyst can not resolve these situations, they are expected to seek guidance from a Senior Analyst or Land Titles Team Lead.

Through this level of work, they are expected to refine their skills and knowledge and become more independent in the review of Land Titles documentation. This is accomplished by on the job training and the intermediate paralegal course.

Comments on Evaluation

- **Knowledge:**

Content Knowledge:

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- **C+:** The purpose of the Land Titles Analyst role is to review, research, and register land title documents within the Torrens system. In order to perform this role effectively the Analyst requires a sound working knowledge of various statutes, acts and policies required for the registration of land title documents. The Land Titles Analyst also requires a working level knowledge of the legal documentation used in the land registration process. This position is responsible for determining whether all required legal documentation is provided before completing the land registration process. The specialized knowledge required for this position is gained through a six month in-house training program combined with a six week intermediate paralegal course and significant on the job training.

Complexity and Diversity:

- **I:** In order to accurately register land title documents, the Analyst requires a solid understanding of the Torrens Land Registration System and how it affects the registration or rejection of land registration within Alberta.

Human Relations Skills:

- **1:** Communications with clients is primarily for the exchange and clarification of land title information. The Analyst may interact with clients/stakeholders to provide rationale for rejection of registration. This is done in a detailed and concise manner. If the situation escalates it is passed along to their Team Lead.

- **Creativity/Problem Solving:**

25%: The Analyst registers land title documents within the Torrens System of Land Registration and is guided by related acts, policies and office procedures. It works quite independently; however, access to assistance from senior staff is readily available when registrations do not fall within acts and policies, or when the interpretation of case law is required.

- **Responsibility:**

R2: The Analyst is authorized to approve or reject registration of land title documents based upon prescribed legislation and policies. It is regulatory focused.

Last Reviewed: May, 2009

Last Review / Update: 2015-02-12

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Classification: Protected A

The logo for the Government of Alberta, featuring the word "Alberta" in a stylized, cursive script font, followed by a small square icon.

Subsidiary 1 Benchmark Job Description - 015LA03

Identification Section

Working Title:	Land Titles Analyst
Department:	Service Alberta
Division, Branch/Unit:	Registries Services, Land Titles and Personal Properties Registry
Reports To:	Land Titles Team Lead and Technical Advisor
Levels to D.M.:	6

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Land Titles Overview

The land registration system used in Alberta is based on the Torrens System of land registration and operates under the legislative authority of the Land Titles Act. Under this system, the Government has custody of all original titles, documents and plans and has the legal responsibility for the validity and security of all registered land title information. The Government guarantees the accuracy of the title through the internal application and enforcement of laws derived from a multitude of statutes and court decisions.

Land Titles staff work in a quasi-judicial environment, where they examine legal documents and plans to ensure they comply with all current legislation, case law as well as policies and procedures before accepting them for legally binding registration. Because the Government guarantees the accuracy of title it is financially liable for any damages that may occur as a result of an incorrect registration, rejection or error made.

Land Titles Analyst

The Land Titles Analyst performs a quasi-judicial function in the review of documents presented for registration. Review of the documentation often requires research and analysis by

this position in order to properly determine if a document can be registered. Accurate determination of whether all required legal documentation is provided and correct is essential to this role. Throughout the registration process the Analyst must communicate and consult with a variety of stakeholders regarding document registration or rejection. If a registration is rejected this position must provide rationale for the rejection in a detailed and concise manner. The Land Titles Analyst is also responsible for the integrity of the information they entered onto the title in ALTA.

This position is expected to complete document examinations independently and refer to a Senior Land Titles Analyst or Team Lead for advice on precedent setting, highly complex or unusual scenarios that may require case law interpretation and/or discretionary judgment. Analysts are fully accountable for accepting documents for registration and for all changes made to a title as a result of registration.

Responsibilities and Activities

(Each end-result/responsibility shows what the job is accountable for, within what framework and what the added value is.)

- 1. Analyze the validity and registerability of all documents submitted for registration**
The incumbent is expected to determine when assistance is needed in unique examination situations and to access internal resources, such as more experienced Analysts or Team Leads, for clarity. The incumbent is ultimately responsible to complete the file as initiated.

Activities:

- Performs technical and legal analysis of all documents.
- Examines a wide variety of documents of varying degrees of complexity, over 100 non-standardized documents are registerable at Land Titles.
- Each of the document types applies to different circumstances, and each document type submitted must comply with different legislative and policy requirements.
- Applies knowledge of existing legislation, case law, office policies and procedures and make an independent decision on whether the document is acceptable for registration.
- Rejects documents that do not comply with requirements and notifies registrant of the reasons for rejection in a detailed and concise form.
- Identifies any characteristics that present attempts of mortgage fraud to the system.
- Analyses and verifies Justice records relating to authenticity of documents.
- Reviews Power of Attorney documents to ensure compliance with the Law of Agency.

- 2. Perform all responsibilities associated with the registration function of documents.**
Utilizing their knowledge of document registration the incumbent ensures the registration process is completed in an accurate manner.

Activities:

- Competently uses ALTA, the automated Land Titles Registration system, to properly facilitate the registration process.
- Manipulates the existing ALTA functionality to accommodate changing business needs, and ensure title accurately reflects the effect of documents registered.
- Enters accurately all necessary data obtained from the documents.
- Complies with all relevant instructions from the registrant including: priority requirements between documents, confirming permitted existing encumbrances and other special instructions as specified.
- Investigates any competing registrations to ensure priority is maintained as a loss of priority may result in an assurance fund claim.

3. Stakeholder Communications

Acts as a consultant/representative of the Land Titles office for clients, stakeholders, legal community, financial institutions and the general public.

Activities:

- Discusses and consults with clients on reasons why a document has been rejected.
- Provides consultation and acts as a resource to the legal community, providing non-legal advice, in the drafting of Court orders, research and evaluation of documentation for cross jurisdictional transactions and client scenarios in order to facilitate registration.
- Acts as expert witnesses in criminal cases, which may include fraud.
- Acts as a resource to the legal community when Lawyers are attempting to process documentation and require expertise for input to achieve desired outcome.
- Will on occasion participate in telephone rotation where the Analyst provides consultation services to, but not limited to, the general public, lawyers, municipalities, federal and provincial departments, land developers regarding document registerability.
- Educates, advises and informs stakeholders, both sophisticated and unsophisticated, supporting decisions, interpreting applicability of case law, statutes and legislation regarding registration or rejection.

4. Research and Utilization of Resources

Activities:

- Completes historical reviews of an original document chain that has resulted in the creation of a certificate of title.
- Researches historical title chain when a document or title's accuracy is challenged. This may require a determination to correct the title by either endorsing an encumbrance which creates an interest (placed on title) or removing an encumbrance which terminated the interest.
- Determines if consent from the registered owner(s) is required for any amendments. For mineral dispositions, will work closely with a Senior Analyst or Team Lead in conducting historical searches to determine registerability of documents. Historical issues regarding the accuracy of titles to mines and mineral interests have resulted in the Land Titles Act requiring that, before any dispositions of these interests be registered, the Analyst must be satisfied that the person purporting to dispose of the interest is the correct registered owner.
- Reviews and examines all previously registered dispositions of these mines and mineral interests, taking into account all legislation and policy which may have been in place at the time those dispositions were made and certify that the chain of title is correct.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Registrations have an immediate and direct impact on the Alberta economy and ownership of land throughout the province. At this level the Land Titles Analyst is required to make independent registration decisions seeking out assistance from a Senior Land Titles Analyst or Team Lead for advice on precedent setting, highly complex or unusual scenarios that may require case law interpretation and/or discretionary judgment for which they are solely responsible and accountable. Errors in any registration/decision may result in consequences to both the government and/or stakeholders. The GOA is liable financially for errors made by Analysts; however the impact to Albertans could mean the loss of title.

Analysts at this level are exposed to an expansive amount of legislation and regulations. There are over 100 document types that can be registered at Land Titles. The majority of regulated forms are not standardized requiring Analysts to evaluate each individualized stakeholder version of document to ascertain that is not only meets the legal requirements, but does not contain additional clauses, covenants, and conditions that will either invalidate the document or open the assurance fund to potential liabilities.

This is a unique position as decisions made by this incumbent regarding document registerability are based on much more than merely finding and citing the correct section in a

statute. Substantial interpretation, research and analysis, tempered by applying office policies and procedures, are necessary to make sound decisions.

This position has considerable contact with clients/stakeholders. It is vital for the incumbent to exercise the appropriate professional communication skills to clearly and accurately convey interpretations of legislation, case law, current office policies and procedures and rejection reasons to a large and diversified internal and external clientele. Advice given and decisions made have an effect on time and cost for the registrant.

Knowledge, Skills and Abilities

(Diplomas, degrees and the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others. Specific training if it is an occupational certification/registration required for the job.)

Knowledge

- Thorough knowledge of the Torrens Land Registration System as it applies to land conveyance practices in Alberta.
- Thorough knowledge of and ability to apply real property law concepts to analyze the legal documents registered at Land Titles.
- In-depth knowledge of current electronic title, loose leaf and book titles.
- Thorough knowledge of Land Title legal documents, their requirements, and boundaries.
- Knowledge of numerous statutes, case law, operating policies and procedures relating to the registerability of documents.
- Comprehensive knowledge of federal, provincial and private legislation.
- Clear understanding of the effect of each specific document registration on title.
- Detailed understanding of ALTA on which the Land Titles automated registration and search system operates. ALTA is a very complex mainframe application that requires an in-depth understanding of the operating procedures.
- Detailed understanding of CORES and SPIN2.

Skills and Abilities

- Critical reasoning abilities comprising five areas: deduction, assumption, inferences, interpretation and evaluation of arguments.
- Well developed interpretation skills.
- Very well developed analytical and research skills.
- Strong communication skills.
- Decision making ability.
- Ability to work independently while paying strict attention to detail.

- Ability to work within parameters of legislation and policy and to extrapolate principles from these for application in new and unusual situations.

To effectively function at this position, the minimum requirements are:

- A post secondary certificate in related field or combined with 1 year of directly related experience or equivalent.
- Incumbents must successfully complete the intermediate paralegal training course before being placed at the Land Titles Analyst level.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Some of the regular contacts of this position are: other Analysts, Team Leads, members of the legal profession, municipalities, general public, federal and provincial governments, financial institutions, oil and gas industries, bankruptcy trustees, land developers and the construction industry.

Purpose: to provide consultation services and general direction regarding the registration process and its requirements. To discuss and settle stakeholder issues and concerns as well as provide general information relating to land the registration process.

Supervision Exercised

(List position numbers, class titles, and working titles of positions directly supervised.)

Position does not supervise.

Last Review / Update: 2015-02-12

Subsidiary 1

Benchmark Evaluation - 015LA02

Identification Section

Working Title: Judicial Assistant
Department: Justice and Solicitor General
Division, Court Services Division, Court of Appeal
Branch/Unit:
Reports To: Registrar (Administrative)
Justice (Functional)
Levels to D.M.: 3
Job Description: [015LA02](#)
MRS: See the Minimum Recruitment Standard for
[Legal Administration](#)
Job Code: [015LA](#) - Legal Administration 2

Evaluation

Knowledge

C+I1 115

Creativity/Problem Solving

25% 29

Responsibility

R1 33

TOTAL JOB POINTS

177

Comments on Role

Judicial Assistants are senior executive assistants, providing comprehensive administrative support for the Justices of the Court of Appeal of Alberta, the highest Court in the Province. As the final court of appeal in Alberta, the public looks to this Court as a leader in the hearing and deciding of legal questions.

Judicial Assistants ensure that the decisions issued by the Court of Appeal are timely and accurate. This is done by researching case citations and locating and checking quotations, producing judgments from creation to filing, as well as researching and draft correspondence and memoranda. Case editing done by the Judicial Assistants is more complex and intense than in lower courts due to the relatively high percentage of detailed written judgments issued by the Court of Appeal.

Judicial Assistants also represent the judiciary and receive inquiries from senior personnel in other divisions and/or agencies such as Federal Judicial Affairs, the Canadian Judicial Council, and the National Judicial Institute, justices across the country, other government offices and officials, external agencies, members of the Bar, the academic community, the media and the public. They must demonstrate a high level of maturity, independent judgment, initiative and problem-solving

skills. Judicial Assistants are responsible for managing the calendars of Justices of the Court of Appeal and for documenting and processing all related budgetary/claims expenses.

The position also work closely with the Registrar, Registrar's Assistant, Assistant to the Executive Officer and Executive Officer, Business Manager and Judicial Clerks.

Comments on Evaluation

- **Knowledge:**

Content Knowledge:

- **C+:** The C+ level recognizes the depth of knowledge in a specialized legal field in order to compose correspondence, conduct research and prepare judgments while accommodating for the limited application of interpretation within the legal standards associated with these duties and responsibilities. The C+ rating also encompasses the breadth of knowledge required for performing the complex office support duties and responsibilities of senior administrative assistants such as budgetary responsibilities and calendar management.

Complexity and Diversity:

- **I:** The position performs complex tasks with knowledge of the integration between these tasks and the court process, stakeholders and systems. This rating encompasses the significant coordination function of senior administrative support positions.

Human Relations Skills:

- **1:** The position requires excellent communication and interpersonal skills primarily to request and exchange information in a technical/legal environment with all stakeholders within the court system and legal community. This rating encompasses the tact and diplomacy required while communicating with a variety of stakeholders internal and external to the Court system.

- **Creativity/Problem Solving:**

25%: The position works within a variety of standards, precedents and processes due to the legal environment in which the duties and responsibilities are performed. Judgment on the solutions to problems must be found within the defined frameworks of legal references, standards and precedents. Decisions are based on prior experience within the legal environment and the court system. Positions must exercise judgment in organizing day-to-day work and establishing priorities within changing circumstances.

- **Responsibility:**

R1: The duties of the PUR are primarily focused on service delivery to internal and external clients within the Courts, the legal community and other stakeholders.

Last Reviewed: May, 2009

Last Review / Update: 2016-03-11

Subsidiary 1 Benchmark Job Description - 015LA02

Identification Section

Working Title:	Judicial Assistant
Department:	Justice and Solicitor General
Division, Branch/Unit:	Court Services Division, Court of Appeal
Reports To:	Registrar (Administrative) Justice (Functional)
Levels to D.M.:	3

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Judicial Assistants are senior executive assistants, providing comprehensive administrative support for the Justices of the Court of Appeal of Alberta, the highest Court in the Province. As the final court of appeal in Alberta, the public looks to this Court as a leader in the hearing and deciding of legal questions. Judicial Assistants assist Justices of the Alberta Court of Appeal in meeting their constitutional responsibilities and their responsibilities to the citizens of Alberta. The matters dealt with are frequently complex and diverse. In particular, Judicial Assistants are responsible for managing the calendars of Justices of the Court of Appeal and for documenting and processing all related budgetary/claims expenses.

Judicial Assistants also ensure that the decisions issued by the Court of Appeal are timely and accurate. Due to the significance and impact of these decisions on the public, lower courts and the legal community, these decisions are subject to intense scrutiny and must meet the highest standards. The Alberta Court of Appeal is the final court of resort for most legal issues as the Supreme Court hears, on average, fewer than 10 cases each year emanating from Alberta.

Judicial Assistants research case citations and locate and check quotations, produce judgments from creation to filing, and research and draft correspondence and memoranda. Case editing

done by the Judicial Assistants is more complex and intense than in lower courts due to the relatively high percentage of detailed written judgments issued by the Court of Appeal.

Judicial Assistants represent the judiciary and receive inquiries from senior personnel in other divisions and/or agencies such as Federal Judicial Affairs, the Canadian Judicial Council, and the National Judicial Institute, justices across the country, other government offices and officials, external agencies, members of the Bar, the academic community, the media and the public. They must demonstrate a high level of maturity, independent judgment, initiative and problem-solving skills.

The incumbent must respond effectively to complex issues and must take and initiate appropriate action. These functions necessitate strong problem-solving and decision-making skills. Sound judgment in applying policies, procedures and established practices is essential.

Judicial Assistants are highly skilled, motivated and creative in managing and resolving sometimes competing demands inherent in workloads of the members of the judiciary in order to deliver quality service. Where issues are not clearly defined, the Judicial Assistants draw on experience and breadth of knowledge to initiate and implement innovative solutions appropriate to the situation and establish priorities to complete their work.

The incumbents also work closely with the Registrar, Registrar's Assistant, Assistant to the Executive Officer and Executive Officer, Business Manager and Judicial Clerks.

Responsibilities and Activities

(Each end-result/responsibility shows what the job is accountable for, within what framework and what the added value is.)

1. Manage Justices' calendars and oversee Justices' sitting assignments.

Activities:

- Provide timely, effective diary management by prioritizing incoming and outgoing correspondence for responses and follow-up action.
- Maintain the Justices' calendar and prioritize and coordinate meetings, conference calls and other events taking into account frequent changes, constant reprioritization and the need to follow up to ensure prompt responses or action. Many meetings involve the judiciary from various courts, or senior contacts from various professional, academic and government agencies.
- Receive and review all incoming mail and other internal and external correspondence. Evaluate the correspondence to identify those items requiring

priority attention of the Justices, and determine those that can be allocated or redirected for action. Follow up on the preparation of responses.

- Organize the assignment and supervision of research for hearings, a task done on behalf of the Presidents of panels.
- Compile detailed hearing books for all Court of Appeal sittings, including motions, sentence appeals, judicial dispute resolution proceedings and duty rosters ensuring that all appellate material is available for the Justices' review prior to hearing of the appeal.
- Coordinate and track delivery of appeal books and other materials sent to and from Edmonton and Calgary, and N.W.T. and Nunavut, ensuring their arrival in a timely manner.
- Ensure no conflicts exist with the Justices' sitting assignments. If a conflict exists, advises the Justices and recommends solutions to resolve the conflicts.

2. Make travel arrangements, process and reconcile Justices' budgetary expenses, claims and allowances based on established guidelines.

Activities:

- Closely manage all aspects of travel arrangements, including preparing and reconciling expense accounts, for the Justices. Conference coordination and travel arrangements may involve hotel, air travel, car rental, and conference registrations. Effective coordination requires the incumbent to anticipate and be proactive with frequent changes to travel plans regardless of time frames and scope of changes, all within the Federal Commissioner's Rule and Guidelines.
- Reconcile travel, incidental, dental and medical claims. Interpret amendments to the Judges' Travel Expense Guidelines, Dental and Health Plans, advising the Justices of the changes.
- Maintain and review incidental allowance budgets of the Justices and perform bookkeeping and related duties, such as monitoring expenditures, preparing budget statements and reconciling billings.

3. Ensure Justices' readiness for all ongoing and non-recurring assignments.

Activities:

- Work independently on special ongoing and non-recurring projects and assignments as directed. This task requires the incumbent to research, collect, compile and analyze relevant data and report on findings.
- Write various internal protocols and/or procedures relating to the Judicial Assistant position that improves the effectiveness and efficiencies of Court operations.
- Coordinate and oversee the planning of retirement and other social functions on behalf of the Justices.

- Coordinate articling student bar admissions with Justices, Court of Queen’s Bench staff, Students-at-Law, Registry, Security personnel and the Law Society of Alberta, including preparing certain aspects of draft speeches.
- Coordinate judicial dispute resolution conferences, and meetings with counsel in private chambers, at the request of the Justices.

4. Execute all steps needed to ensure the completion of committee work.

Activities:

- All Justices are members of a variety of internal and external committees relating to justice issues and Judicial Assistants assist the Justices in organizing committee meetings, arranging meeting venues, teleconference facilities and other technical support.
- Judicial Assistants attend committee meetings with the Justices as required. Judicial Assistants often act as committee secretaries, taking and composing minutes and composing correspondence for the Justices regarding their committee duties.
- On behalf of the Justices, Judicial Assistants also prepare meeting books and circulate minutes when approved. They also ensure all outstanding issues are attended to after the meeting.

5. Perform research to assist in the formulation of judgments.

Activities:

- Research and verify text, case and statute citations, necessitating strong research skills and accuracy as well as the ability to use the law library and computer database systems (Alberta Courts Internet/Intranet, Quicklaw, Quick-cite, QP Source (Statutes), Adobe, Carswell, CrimJI, LINKS, Maritime Law Books, Federal Statutes and Regulations, Alberta Statutes and Regulations and Rules of Court).
- Review background documentation and factual information and bring matters of discrepancy or potential concerns to the Justices’ attention.
- Maintain a comprehensive up-to-date compilation of all judgments pending appeal in the Supreme Court of Canada.
- Coordinate and liaise with Legal Counsel with respect to requests for complex legal research information from the Justices.

6. Based on guidelines, ensure judgments are prepared for review and approval by Justices.

Activities:

- Prepare draft electronic judgments in accordance with established legal criteria set out in the Canadian Guide to Uniform Production of Judgments.
- Verify case and statute citations in accordance with the guidelines set out in the Canadian Guide to Uniform Legal Citation.
- Scrutinize, revise and finalize judgments and examine relevant material for any special status, seals or restrictions.
- Review draft judgments prepared by other Justices to ensure accuracy.
- Demonstrate knowledge of legal procedures, terminology, court documents, litigation formats and processes.
- Act as a check to ensure that judgments are understandable and use plain English in accordance with current standards.
- Comply with directives of the Privacy Checklist for Judgment Preparation with respect to all publication bans/orders, ensuring that identifying information compromising privacy rights of parties and witnesses is removed, and liaise with the Legal Review Consultant on privacy issues as set out in the Alberta Courts Website Privacy Protocol.
- Comply with the Felsky standards.
- Circulate draft judgments to the Court in accordance with established procedures, review responses, and liaise with the Justices to implement any required changes prior to filing of the judgment.
- Track reserved judgments of the Court and advise Court members of their status.
- Liaise with the Business Manager in providing statistics to be submitted to the Chief Justice of Alberta and to the Canadian Judicial Council.
- Recognize and maintain confidentiality of judicial decisions prior to release.

7. Provide public access to judgments through posting.

Activities:

- Post completed judgments on Alberta Courts Internal and External websites and register the judgment on the Internal Citation Tracker.
- Supervise coherence of, and processes within, the judgment database.

8. Support the Justices in the performance of related judicial duties.

Activities:

- Prepare routine, complex or non-routine letters and memoranda referencing policies, rules and regulations and background information while exercising discretion and judgment.
- Draft, as required, collect, organize, and produce information to be used by the Justices in reports, presentations, papers, published works, articles and university course textbooks.

- Draft, as required, and prepare PowerPoint presentations in conjunction with speeches, conferences and seminars.
- Research information for speeches, bar admissions and marriage ceremonies.
- Correspond with university law faculties to outline articling positions available within the Courts. Liaise with potential candidates on behalf of the Committee.
- Keep the justices up to date on available educational seminars for the judiciary.

9. Perform all necessary duties to support the efficient operation of Judicial Chambers.

Activities:

- Respond to inquiries from people inside and outside the Court exercising considerable judgment and tact at all times.
- Be familiar with advanced features of Corel WordPerfect, MS Word, Excel, and PowerPoint and be willing to learn new technology and software as it is introduced to Court Services.
- Update and maintain manuals, directives, statutes and any other court and administrative manuals used and retained by the Justices.
- Review and circulate the Supreme Court of Canada Bulletins to the judiciary, noting the rulings from decisions of the Court of Appeal and those rulings which may be relevant to future court decisions. Also, review of the Alberta Weekly Law Digest and Canadian Weekly Law Sheets, bringing any relevant information to the attention of the Justices.

10. Act as the primary point of contact for the Justices.

Activities:

- Screen Justices' telephone calls and correspondence for security concerns and advise and liaise with security staff regarding security concerns regarding the safety of the Justices, staff and all users of the services of the Alberta Court of Appeal.
- Keep up to date on all security procedures in place including warnings with respect to potentially violent persons, bomb threats, fire and other hazards that may be present in the workplace.

11. Support the efficient operation of the Judicial Chambers through training new employees and the maintenance of supplies and equipment.

Activities:

- Administer and supervise training and provide technical direction to new Judicial Assistants of the Court.

- Maintain photocopiers in supply room and library and troubleshoot any arising problems.
- Order office supplies and keep an inventory to ensure timely replenishment of same.
- Coordinate, purchase and distribute periodicals for Justices.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

The decisions issued by the Court are released to the public shortly after filing. These decisions create law for the general public as precedents. The consequence of an error in a decision can impact the parties, public, government and the judicial system. In addition, due to the significant and substantive matters brought to the Court of Appeal, cost implications of an error in a decision could be substantial. Working to meet these requisite standards involves a high degree of initiative and attendant stress.

The position performs, coordinates and oversees varied and complex technical, executive and administrative duties in support of the Justices and the Court. Responsibilities require the exercise of independent judgment, and technical knowledge of the specific area of assignments and overall court activities. The position requires a high degree of work ethic. The incumbent is expected to perform her duties in a professional manner with a high degree of autonomy and diplomacy. Judicial Assistants provide services to the Justices working in both Edmonton and Calgary and must work with all Justices of the Court. This requires flexibility due to a wide variety of judicial styles and temperaments.

The Judicial Assistants are responsible for identifying, analyzing, recommending and implementing new and improved systems to enhance their area of responsibility. The incumbent routinely interacts with a wide variety of senior people both inside and outside the Court. This requires a high level of maturity, independent judgment, initiative and problem-solving skills. This also requires the utmost diplomacy.

A key element of this position is the ability to work well under constant pressure and respond to work situations with minimal guidance or direction to ensure the operational and administrative needs of the Justices are met in a timely and professional manner. This requires the Judicial Assistants to draw from knowledge and past experience in resolving issues not clearly defined in established policies and procedures.

The Judicial Assistants are the link between the Justices, Court staff and all stakeholders.

Knowledge, Skills and Abilities

(Diplomas, degrees and the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others. Specific training if it is an occupational certification/registration required for the job.)

- Considerable working knowledge of court and government systems and processes, legislation and departmental and office policies, procedures and programs.
- In-depth working knowledge of legal procedures, legal terminology, case and statute citations.
- Considerable working knowledge of Rules of Court, legal forms and documents utilized within the court system.
- In-depth knowledge of jurisdictions, functions, procedures and services of the Court of Appeal of Alberta, the Court of Queen's Bench of Alberta and the Provincial Court of Alberta.
- In-depth knowledge of those provisions of the Criminal Code governing publication bans and an understanding of the privacy protocols of various federal and provincial statutes and their application.
- In-depth knowledge of the mandatory provisions of the Criminal Code regarding the content of probation orders, conditional sentences and judicial interim release dispositions.
- Proficiency in the procedural aspects of criminal and civil appeals, court system policies, procedures and office administrative practices.
- Strong research and organizational skills with adeptness in interpreting the meaning and intent of a wide variety of legal documents.
- Excellent proofreading and editing skills, with utmost attention to detail.
- Excellent knowledge of social sensitivities, and the diverse interest of stakeholders, human resources and financial policies.
- Ability to work well under pressure and with minimum supervision.
- High degree of work ethic.
- Considerable experience in providing executive support at a senior level.
- In-depth knowledge of business communication practices.
- Excellent organizational, time management, interpersonal, problem-solving and analytical skills.
- Ability to maintain a high degree of professionalism, discretion and tact. Exercise sound judgment in dealing with sensitive and confidential matters.
- Experience in organizing meetings and functions.
- Ability to perform specialized complex and difficult assignments with the use of independent judgment and proficiency.
- Ability to interpret and implement policies, procedures and computer applications related to the Justices.

- Ability to analyze and resolve administrative and procedural problems.
- Outstanding writing skills to compose draft protocols, reports, letters, and memoranda.
- Ability to organize workload, coordinate projects, set priorities, meet deadlines and follow up on assignments with a minimum of direction.
- Ability to communicate effectively and maintain strong relationships with the judiciary from various Courts, the Registrar, Court senior managers, co-workers, senior contacts from various professional, academic and government agencies.
- Knowledge of the methods and processes of the legal system.
- Ability to research and analyze law from common and unique law sources.
- Advanced skills in computer applications including word processing (both WordPerfect and Word), spreadsheets, and presentation software.

Contacts

(Main contacts of this position and the purpose of those contacts.)

- Canadian Judicial Council – Justices’ involvement in various committees of the Canadian Judicial Council.
- Federal Commissioner for Judicial Affairs – Travel, conference and incidental claims.
- National Judicial Institute, Canadian Institute for the Administration of Justice and Legal Education Society of Alberta – Various seminars and conferences.
- Members of the Judiciary – As previously stated throughout this document.
- Members of the Bar – Coordinating JDRs and acting as liaison.
- Universities and other Academic organizations – Outlining articling positions with the Court, coordinating speeches to various universities and organizations.
- Media.

Supervision Exercised

(List position numbers, class titles, and working titles of positions directly supervised.)

N/A

Last Review / Update: 2016-03-11

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Classification: Protected A



Subsidiary 1 Benchmark Evaluation - 015LA01

Identification Section

Working Title: Legal Assistant
Department: Justice and Solicitor General
Division, Criminal Justice Division
Branch/Unit:
Reports To: Supervisor
Levels to D.M.: 5
Job Description: [015LA01](#)
MRS: See the Minimum Recruitment Standard for [Legal Administration](#)
Job Code: [015LA](#) - Legal Administration 2

Evaluation Knowledge

C+I1 115

Creativity/Problem Solving

25% 29

Responsibility

R1 33

TOTAL JOB POINTS

177

Comments on Role

The Legal Assistant provides senior legal and administrative support for the prosecution of criminal and provincial offences, including but not limited to the *Criminal Code of Canada*, *Traffic Safety Act*, and the *Youth Criminal Justice Act*. The incumbent will be working independently within a framework of applicable legislation, policies, procedures, regulations and precedents.

This position focuses on litigation support including facilitating pre-charge consultation and/or contact with stakeholders; witness management; court brief (trial book) preparation; creation and completion of complex legal documentation; creation and completion of all forms of correspondence; file and records organization and management; disclosure tracking, response to and follow-up from enquiries; liaison with internal and external stakeholders; performance of specialized *ad hoc* administrative tasks as assigned by the Chief Crown Prosecutor and Assistant Chief Crown Prosecutor in furtherance of office and Criminal Justice Division goals and initiatives.

This position reports to a supervisor but works independently to provide file management and administrative support to prosecutors.

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Comments on Evaluation

- **Knowledge:**

Content Knowledge:

- **C+:** The nature of the work conducted by the position is a specialized legal assistant role providing enhanced trial preparation support and assistance to prosecutors involved in a myriad of cases. The position encompasses a breadth of knowledge in facilitating and coordinating general administrative processes combined with a depth of knowledge specific to supporting court proceeding, preparation of legal documentation and the provision of legal advice. This combination of specialized legal support knowledge combined with the positions knowledge of general administrative functions push it to a C+ rating.

Complexity and Diversity:

- **I:** The position needs a well-developed understanding of the work flow in a Crown office and how their work relates to that of the assigned prosecutor.

Human Relations Skills:

- **1:** Communication at this level is primarily for the purposes of obtaining and providing information, which requires a technical understanding of legal terminology and the Criminal Prosecutions process.

- **Creativity/Problem Solving:**

25%: This position is expected to work independently on a large number of tasks although access to assistance is available from the prosecutor. The Legal Assistant must be aware of a large number of policies, practices and precedents and has room to operate within these dependent on the job duty. Independent selection and interpretation of appropriate guideline is an expectation.

- **Responsibility:**

R1: This position exists to provide legal support to the assigned Crown Prosecutor in support of Criminal Prosecutions making the focus of this position primary program/service delivery.

Last Reviewed: May, 2009

Last Review / Update: 2016-03-11

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Classification: Protected A

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Subsidiary 1 Benchmark Job Description - 015LA01

Identification Section

Working Title:	Legal Assistant
Department:	Justice and Solicitor General
Division, Branch/Unit:	Criminal Justice Division
Reports To:	Supervisor
Levels to D.M.:	5

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

To provide senior legal support and administrative support for the prosecution of criminal and provincial offences, including but not limited to the *Criminal Code of Canada, Traffic Safety Act*, and the *Youth Criminal Justice Act*. The incumbent will be working independently within a framework of applicable legislation, policies, procedures, regulations and precedents.

This position focuses on litigation support including facilitating pre-charge consultation and/or contact with stakeholders; witness management; court brief (trial book) preparation; creation and completion of complex legal documentation; creation and completion of all forms of correspondence; file and records organization and management; disclosure tracking, response to and follow-up from enquiries; liaison with internal and external stakeholders; performance of specialized *ad hoc* administrative tasks as assigned by the Chief Crown Prosecutor and Assistant Chief Crown Prosecutor in furtherance of office and Criminal Justice Division goals and initiatives.

This position reports to a supervisor but works independently to provide file management and administrative support to prosecutors.

Responsibilities and Activities

(Each end-result/responsibility shows what the job is accountable for, within what framework and what the added value is.)

- 1. Prosecution files are complete and organized to enable the prosecutor to access materials easily for the handling of files. Cases are often complex due to high-level charges, multiple defendants and/or multiple witnesses.**

Activities:

- Independently draft, prepare, process and file routine court documents such as Notices of Motion, Affidavits, Orders, Statutory Declarations, Notice of Expert Witness, Judgements and a wide variety of other court documents.
- Independently draft, prepare, process and complex court documents such as Agreed Statements of Facts, Books of Authority; Sentencing Authorities, Canada Evidence Act Notices, Dangerous or Long-Term Offender applications.
- Prepare and organize Trial Books and Exhibit Books.
- Complete and process all necessary documentation and review files/briefs to ensure all relevant documentation is available and included such as CPIC checks and JOIN Dispositions.
- Prepare and process documentation required for search warrant extensions.
- Prepare and process wiretap notifications.

- 2. Have witnesses prepared to attend court by ensuring they are properly informed of the prosecution process and enquiries are responded to appropriately as they arise.**

Activities:

- Schedule witness interviews that may involve attending and taking notes for Crown Prosecutor.
- Maintain ongoing contact with witnesses throughout duration of prosecution.
- Prepare witnesses for court by explaining criminal process, answering questions or concerns, resolving issues.
- Liaise with courts in relation to special needs and witness expenses (video conferencing, wheelchair access, etc.).
- Liaise with policing agencies to ensure that subpoenas have been served. This involves the use of investigative skills to track down witnesses for court.

3. Through research done at the direction of the Crown, ensure all relevant and accurate material is placed on the file.

Activities:

- Identify and request missing investigative or other materials from investigator in order to satisfy constitutional requirement of full disclosure to the accused. Ensure that Crown Prosecutor has an audit of disclosure received, provided to the accused and missing.
- Participate in legal research activities at the direction of Crown Prosecutors. This will involve gaining facility with legal, online research tools such as QuickLaw, Carswell, online statutes and regulations, and other Internet resources. In addition, gain facility with Law Library materials and respond to requests received from the Crown Prosecutor regarding charges, sentences, statutes, and regulations.
- Access and assess Criminal Code, JOIN Charge Text and Internet resources when requests are received from the police regarding charges, wording of charges and/or procedures.
- Utilize the Justice Online Information Network (JOIN) to verify charges, court dates, assigned prosecutor, locations and subpoenaed witnesses.

4. Provide full disclosure as it is constitutionally mandated by the Supreme Court of Canada.

Activities:

- Provide detailed itemization of investigative reports, witness statements, Will Say statements, exhibits and other materials disclosed.
- Vet documentation for FOIP or other privileged or confidential information.
- Audit investigative and other materials received from the investigative agency in order to ensure that true and full disclosure is made.
- Liaise with investigator or others with respect to missing disclosure which involves having a complete understanding of what legal documents, reports or other materials are required on serious and violent crime matters.
- Ensure defence counsel acknowledges receipt of disclosure.

5. Provide accurate and timely administrative support to prosecutors to meet the day-to-day requirements of their practice.

Activities:

- Independently draft complex correspondence for signature of Appellate Counsel, Director or ADM (e.g. Action Requests).
- Review case files after Counsel returns from court and update necessary reports with applicable information.

- Diarize limitation dates to ensure appeal recommendations timelines are met.
- Track sensitive cases and provide updates to ADM and/or DM.
- Obtain out of Province/Country/International Travel Authorizations.
- Make travel arrangements for prosecutors.
- As proxy for Crown Prosecutors to utilize MyAgent to prepare expense accounts.
- Maintain Crown Prosecutors diary and diarization system.

6. Ensure information exchange occurs between relevant stakeholders for the appropriate handling of prosecution files.

Activities:

- Provide and obtain information from defence counsel, accused, investigative agencies, witnesses, Judges' offices, Court Services staff, ADM's office, Crown Offices, general public and other internal parties.
- Respond to disclosure questions.
- Respond to defence counsel or accused person regarding court procedural questions..
- Request criminal records, driving records and other applicable information from municipal police services or RCMP.
- Maintain contact with victims where appropriate.
- Follow up with investigator on missing disclosure or further investigation.
- Dissemination/sharing of information to ensure that knowledge management principles are implemented.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- Position works with limited supervision with the majority of work being completed independently of instruction by applying the required knowledge of legislation, procedures, regulations and precedents.
- Manage approximately 100 files per week.
- Respond to approximately 20 enquiries per day.
- Administrative services provided will impact the office, Criminal Justice Division, defence counsel and law enforcement agencies and courts.
- Incomplete files, missed deadlines or lack of communication with the Court Clerks could bring the administration of justice into disrepute.

- The consequence of error could lead to serious implications such as charges being dismissed or costs assessed against the Crown.

Knowledge, Skills and Abilities

(Diplomas, degrees and the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others. Specific training if it is an occupational certification/registration required for the job.)

- Legal Assistant Diploma and related criminal experience or equivalencies.
- Comprehensive understanding of the Criminal Justice System and processes.
- Proficient in Microsoft Office Suite, JOIN, Quicklaw, Carswell.
- Excellent oral and written communication skills.
- Exceptional organizational ability and attention to detail.
- Problem solving skills.
- Good interpersonal skills.
- Ability to work independently.
- Demonstrate a high degree of initiative.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Extensive contact with accused, lawyers, victims, other offices within the Division, Court Services and Corrections personnel, law enforcement and investigators. The position is the main link between stakeholders and Crown Prosecutors often resulting in the resolution of issues.

Supervision Exercised

(List position numbers, class titles, and working titles of positions directly supervised.)

This position has no supervisory responsibilities.

Last Review / Update: 2016-03-11

Subsidiary 1

Benchmark Evaluation - 014LA02

Identification Section

Working Title: Junior Land Titles Analyst
Department: Service Alberta
Division, Registries, Land Titles and Personal Property
Branch/Unit: Registry
Reports To: Land Titles Team Lead and Technical Advisor
Levels to D.M.: 6
Job Description: [014LA02](#)
MRS: See the Minimum Recruitment Standard for [Legal Administration](#)
Job Code: [014LA](#) - Legal Administration 1

Evaluation

Knowledge

CI1 100

Creativity/Problem Solving

22% 22

Responsibility

R2 29

TOTAL JOB POINTS

151

Comments on Role

Acting on behalf of the Registrar of Titles, the Junior Analysts utilize their working knowledge of the Torrens System of Land Registration and of related legislation and policies gained through the internship to perform a quasi-judicial function. They will work closely with a Trainer to review registrations that are more common than others to determine substantial compliance and complete registration of title.

Of the three levels of Analyst positions employed at Land Titles, this position has the greatest learning exposure with respect to legislation and established policies and procedures.

Comments on Evaluation

- **Knowledge:**

Content Knowledge:

- **C:** The Junior Analyst requires a working knowledge of various statutes, acts and policies required for the registration of core land title documents. The Junior Land Titles Analyst is responsible for reviewing and ensuring the validity and

registerability of all documents submitted for registration. In order to do this effectively they must possess an understanding of the legal documents and processes involved in land registration. This knowledge is primarily gained through the six month in-house training program, on the job training and/or additional legal assistant/paralegal courses.

Complexity and Diversity:

- **I:** In order to accurately register land title documents, the Junior Analyst requires a solid understanding of the Torrens Lands Registration System and how it affects the registration or rejection of land registration within Alberta.

Human Relations Skills:

- **1:** As the Junior Land Titles Analyst is in a learning role they have limited interaction with clients/stakeholders. When communicating with these individuals, communication is primarily for the exchange and clarification of land title information.

- **Creativity/Problem Solving:**

22%: The Junior Analyst registers land title documents within the Torrens System of Land Registration and is guided by related acts, policies, and office procedures that have primarily been learned through on the job training. Access to assistance from the Trainer is readily available when a Junior Analyst comes across an unfamiliar registration.

- **Responsibility:**

R2: The Junior Analyst is authorized to approve or reject the registration of land title documents based upon prescribed legislation and policies. It is regulatory focused.

Last Reviewed: May, 2009

Last Review / Update: 2015-02-12

Subsidiary 1 Benchmark Job Description - 014LA02

Identification Section

Working Title:	Junior Land Titles Analyst
Department:	Service Alberta
Division, Branch/Unit:	Registries, Land Titles and Personal Property Registry
Reports To:	Land Titles Team Lead and Technical Advisor
Levels to D.M.:	6

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Land Titles Overview

The land registration system used in Alberta is based on the Torrens System of land registration and operates under the legislative authority of the Land Titles Act. Under this system, the Government has custody of all original titles, documents and plans and has the legal responsibility for the validity and security of all registered land title information. The Government guarantees the accuracy of the title through the internal application and enforcement of laws derived from a multitude of statutes and court decisions.

Land Titles staff work in a quasi-judicial environment, where they examine legal documents and plans to ensure they comply with all current legislation, case law as well as policies and procedures before accepting them for legally binding registration. Because the Government guarantees the accuracy of title it is financially liable for any damages that may occur as a result of an incorrect registration, rejection or error made.

Junior Land Titles Analyst

The Junior Land Titles Analyst applies knowledge, skills and examination techniques learned during their internship to perform a quasi-judicial function in the review of documents presented

for registration. In order to do this the Junior Analysts works closely with the Trainer to perform error free paralegal examinations of all types of documents submitted to Land Titles for possible registration. The Junior Analyst is also responsible for ensuring the mechanics of the registration process are completed; this includes being responsible for the integrity of the information entered onto the title in ALTA. Of the three levels of Analyst positions employed at Land Titles, this position has the greatest learning exposure with respect to legislation and established policy and procedure.

Land Titles documents include but are not limited to, transfers of land, mortgages, caveats, builder's liens, discharges, easements, utility right of ways and writs. Over 100 non-standardized document types can be submitted for registration and must be reviewed. Junior Analysts are fully accountable for accepting documents for registration and for all changes made to a title as a result of the registration.

Responsibilities and Activities

(Each end-result/responsibility shows what the job is accountable for, within what framework and what the added value is.)

1. In a class room setting, complete a comprehensive six month training program.

Activities:

- In the first few weeks of training, the Junior Analysts are instructed on legal descriptions, an introduction to Land Titles, title searches, ownership of land, estate titles, rights (surface and minerals), historical searches, SPIN and introduced to ALTA system. At the end of this section, a quiz is given to assess comprehension.
- Following the introduction, the Junior Analysts are taught 16 Modules. Each module represents a key transaction type such as transfers, mortgages etc. When a new module is started, the Junior Analysts are taught the applicable section(s) of the Land Titles Procedures Manual, Act(s) which are relevant to the module and the ALTA system.
- To assist in training the Junior Analysts are given documents to register and examine in the ALTA test environment.
- The Junior Analysts are then given live documents to process.
- As new document types are instructed, the Junior Analysts are expected to retain the information they had previously learned as the work provided to them for registration in the next module can be a combination of any previous documents learned.

- Progress reports are given on each Junior Analyst throughout the training to determine performance and progress to ensure they have a comprehensive understanding of all legislative policy and procedural requirements.
- In the last month of the training, in the presence of the trainer, the Junior Analysts are responsible for determining whether the document can be registered or rejected independently.

- 2. Analyze the validity and registerability of all documents submitted for registration.**
The incumbent is expected to determine when assistance is needed in unique examination situations and to ask the Senior Analyst for clarity. The incumbent is ultimately responsible to complete the file as initiated.

Activities:

- Performs technical and legal analysis of all documents.
- Examines a variety of documents of varying degrees of complexity, over 100 non-standardized documents are registerable at Land Titles.
- Each of the document types applies to different circumstances, and each document type submitted must comply with different legislative and policy requirements.
- Applies concepts and knowledge of existing legislation, case law, office policies and procedures and make an independent decision on whether the document is acceptable for registration.
- Rejects documents that do not comply with requirements and notifies registrant of the reasons for rejection in a detailed and concise form.
- Identifies any characteristics that present attempts of mortgage fraud to the system.
- Analyzes and verifies Justice records relating to authenticity of documents.
- Reviews Power of Attorney documents to ensure compliance with the Law of Agency.

- 3. Perform all responsibilities associated with the registration function of documents.**
Utilizing their knowledge of document registration the incumbent ensures the registration process is completed in an accurate manner.

Activities:

- Competently uses ALTA, the automated Land Titles Registration system, to properly facilitate the registration process.
- Manipulates the existing ALTA functionality to accommodate changing business needs, and ensure title accurately reflects the effect of documents registered.
- Enters accurately all necessary data obtained from the documents.
- Complies with all relevant instructions from the registrant including: priority requirements between documents, confirming permitted existing encumbrances and other special instructions as specified.

- Investigates any competing registrations to ensure priority is maintained as a loss of priority may result in an assurance fund claim.

4. Research and Utilization of Resources

Activities:

- Completes historical reviews of an original document chain that has resulted in the creation of a certificate of title.
- Demonstrates sound knowledge of current electronic title, loose leaf and book titles.
- Researches historical title chain when a document or title's accuracy is challenged. This may require a determination to correct the title by either endorsing an encumbrance which creates an interest (placed on title) or removing an encumbrance which terminated the interest.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Registrations have an immediate and direct impact on the Alberta economy and ownership of land throughout the province. The Junior Analyst is required to make registration decisions for which they are responsible and accountable. Errors in any registration/decision may result in consequences to the government and/or stakeholders. The GOA is liable financially for errors made by Analysts; however the impact to Albertans could mean the loss of title.

Junior Analysts at this level are exposed to various legislation and regulations. There are over 100 document types that can be registered at Land Titles. The majority of regulated forms are not standardized necessitating the Analysts to evaluate each individualized stakeholder version of document to determine that it not only meets the legal requirements, but does not contain additional clauses, covenants, and conditions that will either invalidate the document or open the assurance fund to potential liabilities.

Decisions regarding document registerability are based on much more than merely finding and citing the correct section in a statute. The incumbent is developing interpretation, research and analytical, skills tempered by applying office policies and procedures, in order to make sound decisions.

Knowledge, Skills and Abilities

(Diplomas, degrees and the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others. Specific training if it is an occupational certification/registration required for the job.)

Knowledge

- Knowledge of the Torrens Land Registration System as it applies to land conveyance practices in Alberta.
- Knowledge of and ability to apply theoretical real property law concepts to analyze the legal documents registered at Land Titles.
- Knowledge of Land Title legal documents, their requirements, and boundaries.
- Knowledge of statutes, case law, operating policies and procedures to decipher the appropriate course of action that should be taken to complete the file.
- Knowledge of federal, provincial and private legislation, as many documents they must process are not prescribed by regulations.
- Knowledge of unique historical data, as well as outdated intricate document systems must be utilized in order to complete some files.
- Detailed understanding of ALTA on which the Land Titles automated registration and search system operates. ALTA is a very complex mainframe application that requires an in-depth understanding of the operating procedures.
- Detailed understanding of CORES and SPIN2.

Skills and Abilities

- Critical reasoning abilities comprising five areas: deduction, assumption, inferences, interpretation and evaluation of arguments.
- Clear understanding of the effect of each specific document registration on title.
- Well developed interpretation skills.
- Very well developed analytical and research skills.
- Excellent communication skills.
- Decision making ability.
- Ability to work within parameters of legislation and policy and to extrapolate principles from these for application in new and unusual situations.
- Ability to work independently while paying strict attention to detail.

To effectively function at this position, the minimum requirements are:

- A post secondary certificate in related field or a High School diploma supplemented with related courses and 1 year directly related experience preferably within a legal environment.

Contacts

(Main contacts of this position and the purpose of those contacts.)

For the most part the regular contacts for this position are other Analysts and the Team Leads. As this is a learning role the Junior Analysts have limited interaction with clients/stakeholders. The client/stakeholder group for this position would be: members of the legal profession, municipalities, general public, federal and provincial governments, financial institutions, oil and gas industries, bankruptcy trustees, land developers and the construction industry.

Purpose: to provide general direction and clarification on the land registration process and its requirements.

Supervision Exercised

(List position numbers, class titles, and working titles of positions directly supervised.)

None.

Last Review / Update: 2015-02-12

Subsidiary 1

Benchmark Evaluation - 014LA01

Identification Section

Working Title: Land Administrator
Department: Environment and Parks
Division, Lands Division/Lands Disposition
Branch/Unit: Branch/Disposition Services
Section/Agriculture Commercial/Bed and
Shore Unit
Reports To: Land Administration Supervisor/Legal
Administration 3
Levels to D.M.: 5
Job Description: [014LA01](#)
MRS: See the Minimum Recruitment Standards
[Legal Administration](#)
Job Code: [014LA](#) - Legal Administration 1

Evaluation

Knowledge

CI1 100

Creativity/Problem Solving

22% 22

Responsibility

R1 25

TOTAL JOB POINTS

147

Comments on Role

The Disposition Services Section (DSS) is responsible for the administration of public land in Alberta, a responsibility mandated by legislation including the Public Lands Act and the Mines and Minerals Act. Public land administration is dynamic in nature given the continually increasing requests and complex and unique situations pertaining to the use of public land in the province.

The Agriculture Commercial/Bed and Shore Unit reviews and approves applications for lease/sale of public land and coordinates the day to day land administrative functions, which include renewals, assignments, cancellations and assessment of surface lease rentals, purchase prices, timber damage charges, and security deposits as well as the collection of delinquent financial activities for the following land use activities:

- Sale of public land
- Non-profit recreational use
- Commercial development
- Disturbance of bed and shore of water bodies and watercourses
- Agricultural and personal use

The Unit is also responsible for the registration of a variety of encumbrances/caveats, conditional surrender of leases, and administration of Recommendation for Orders-In-Council, and Ministerial Orders as they relate to the administration of public land. The Unit also manages the Capital Assets Land Inventory System for several government departments.

Comments on Evaluation

- **Knowledge:**

Content Knowledge:

- **C:** The position requires working knowledge of the administrative process related to public lands administration and the applicable legislative (legal) requirements, practices, principles and accounting processes. The position reviews, evaluates and coordinates referral responses received from referral agencies and prepares associated approval and legal documents (i.e. letter of authority, permits, and lease or licence, and renewal agreements) by compiling land use operating conditions from referral agencies and obtaining legal descriptions and survey plans.

Complexity and Diversity:

- **I:** Individual contributor (position whose duties are beyond task focus and requires an understanding of how its' work relates to the delivery of the public lands program). Decisions are made within the boundaries of existing land administration legislation and boundaries. Unusual, complex or challenging issues are referred to the positions' immediate supervisor for decision making.

Human Relations Skills:

- **1:** The position must understand its clients, stakeholders and department staff involved; and the impact of missed deadlines or inaccurately applying the legislation to the disposition applications, amendments, or cancellations. The position has considerable latitude and independence to determine daily schedules and priorities. The position communicates in person, by telephone, and in writing with applicants and their agents, members of the public, industry representatives, solicitors, representatives of external agencies and government, and department and government staff members for the purpose of exchanging information.

- **Creativity/Problem Solving:**

22%: The position ensures operating conditions on approval documents are non-conflicting to support successful enforcement action if required during use of public land. The position examines and recommends acceptance of land related documents presented for registration in the official department records. The position can also reject those documents based on a working knowledge of applicable legislation, policies, and guidelines and will advise the legal professionals and the general public regarding the reasons for rejection. Situation in which the most appropriate choice has been

learned through prior experience. Precedents begin to take shape as standards. Solutions are found within a defined framework and based on legislative/legal knowledge and/or experience. Assistance is readily available.

- **Responsibility:**

R1: This position has a service delivery focus for the purpose of processing legal documents and applications for the administration of public lands.

Last Reviewed: May, 2009

Last Review / Update: 2016-03-11

Subsidiary 1 Benchmark Job Description - 014LA01

Identification Section

Working Title:	Land Administrator
Department:	Environment and Parks
Division, Branch/Unit:	Lands Division/Lands Disposition Branch/Disposition Services Section/Agriculture Commercial/Bed and Shore Unit
Reports To:	Land Administration Supervisor/Legal Administration 3
Levels to D.M.:	5

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Disposition Services Section (DSS) is responsible for the administration of public land in Alberta, a responsibility mandated by legislation including the Public Lands Act and the Mines and Minerals Act. Public land administration is dynamic in nature given the continually increasing requests and complex and unique situations pertaining to the use of public land in the province.

The Agriculture Commercial/Bed and Shore Unit reviews and approves applications for lease/sale of public land and coordinates the day to day land administrative functions, which include renewals, assignments, cancellations and assessment of surface lease rentals, purchase prices, timber damage charges, and security deposits as well as the collection of delinquent financial activities for the following land use activities:

- Sale of public land
- Non-profit recreational use
- Commercial development
- Disturbance of bed and shore of waterbodies and watercourses
- Agricultural use
- Personal use

The Unit is also responsible for the registration of a variety of encumbrances/caveats, conditional surrender of leases, and administration of Recommendation for Orders-In-Council, and Ministerial Orders as they relate to the administration of public land. The Unit also manages the Capital Assets Land Inventory System for several government departments.

The Land Administrator (LA) reports directly to the supervisor of the Agriculture/Commercial/Recreational Team and performs a range of administrative, operational and consultative activities relating to public land administration. The LA also interprets maps and survey plans to identify conflicts and performs mathematical calculations.

Responsibilities and Activities

(Each end-result/responsibility shows what the job is accountable for, within what framework and what the added value is.)

The LA is responsible to review and process land-related documents received from clients, including applications for disposition and or sale, assignments (transferring of dispositions to other entities), renewals, amendments, cancellations, and registration of encumbrances for designated activities related to public land handled within the Team. All responsibilities of the LA are performed in accordance with relevant and applicable legislation, regulations, Government and Ministry policies and procedures, and must be completed within a timely and accurate manner. The LA provides information to clients and stakeholders regarding land related documents and submissions including answering questions, discussing submissions, evaluating and clarifying information.

1. Processing Application/Amendment/Renewal Documents

- Completes an administrative review and assessment of land use applications/amendments/renewals to ensure accuracy and completeness of submissions and compliance with relevant legislation, policy and procedures.
- Interprets maps and survey plans to identify conflicts in applications and land-related documents (including conflicts with existing dispositions, notations, and reservations) and specific requirements such as consents and access.
- Determines appropriate referral agencies with interests in the specific land transaction (e.g. department offices and branches, other departments, municipal authorities, external agencies) and forwards submission/information to referral agencies for review and comment.
- Reviews, evaluates and coordinates referral responses received from referral agencies and prepares associated approval documents (i.e. letter of authority, permits, and lease or licence, and renewal agreements) by compiling land use operating conditions from referral agencies and obtaining legal descriptions and survey plans.

- Ensures operating conditions on approval documents are non-conflicting to support successful enforcement action if required during use of public land.
- Recommends rejection of application/amendment/renewal based on a working knowledge of applicable legislation, policies, and guidelines referral agencies comments.

2. Financial Assessments and System Information Updates

- Assesses and calculates fees and charges relating to land use transactions. (E.g. application & renewal fees, rental payments, timber damage assessments, security deposits and document registrations). These fees are calculated and assessed in accordance the Schedule of Fees and Charges and incorporated into the Corporate Accounting and Reporting System (CARS), for automated invoicing to clients, through a review of information relating to size and dimensions identified on survey plans and comparison of activity locations identified on survey plans.
- Updates the Land Status Automated System (LSAS) records to complete land transactions to ensure land registry and financial computer systems contain accurate and current information.
- Reviews financial accounts and prepares refunds for approval for a variety of land use transactions as above.

3. Examines and reviews legal documents

- Examines and recommends acceptance of land related documents presented for registration in the official department records. Rejects those documents that are not properly completed/executed and advises the legal professionals and the general public regarding the reasons for rejection. (e.g. assignments of lease, mortgages and conditional surrenders of lease, subleases, memorandums of agreements and encumbrances).
- Liaise with department technical/professional field staff regarding the current land use status of a disposition prior to recommending acceptance of an assignment or sublease agreement.

4. Cancellation/Re-instatement/Reclamation of Dispositions

- In collaboration with department field staff, initiates cancellation proceedings and prepares show cause letters to disposition holders outlining the reasons for the proposed cancellation.
- Reviews client requests for re-instatement of a cancelled disposition ensuring that all legislated requirements are met and prepares the Memorandums of Agreement for re-instatement approval.
- Advises disposition holders, on a site-specific basis, the appropriate legislated reclamation process to be complied with.

5. Miscellaneous Duties

- Contributes to the creation, revision, and updating of forms, glossaries, and manuals.
- Completes projects and other duties as required.
- Provides instruction to Land Administrators within the Team on the core mechanics of process and procedural functions during training.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

The LA is expected to assess and process applications and other land-related documents/submissions in accordance with applicable legislation, policies, and complete those administrative processes and land transactions within strict and regulated timelines. Missed deadlines can potentially result in significant economic and/or operational impacts to clients/department.

The LA has considerable latitude and independence to determine daily schedules and priorities. The LA is expected to make recommendations for improvements to procedures and processes that could result in greater efficiency and improved service to clients and stakeholders.

Knowledge, Skills and Abilities

(Diplomas, degrees and the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others. Specific training if it is an occupational certification/registration required for the job.)

Knowledge, Education and Experience

- Two year diploma in a related field (i.e. Land Administration or Paralegal/Legal Assistant Program).
- Equivalencies will be considered.
- An awareness and understanding of the *Public Lands Act and Regulations, Mines and Minerals Act (specifically the Exploration Regulation)*, department policies, directives and procedure manuals as applicable to the Team's responsibilities.

- An awareness of the implications of the *Environmental Protection and Enhancement Act, Surface Rights Act, Forest Act, Water Act, Municipal Government Act, Government Organizational Act, Public Highway Development Act, Land Titles Act, Line Fence Act, Freedom of Information and Protection of Privacy Act* as they affect public land activities, handled within the Team.
- An understanding of legal rules, practices, and principles relating to land transactions.
- An awareness of government and department land use principles and operating conditions.
- A working knowledge of accounting processes used for land transactions.
- An understanding of industries in Alberta associated with designated land activities on public lands (e.g. oil and gas industry, agricultural industry), including technical terminology.

Skills & Abilities

- Verbal communication skills to develop rapport and to establish and maintain effective working relationships with clients or their agents, department representatives, and representatives of legal firms and resource industries.
- Written communication skills to draft memos and letters.
- Analytical and problem solving skills.
- Ability to perform basic math and accounting functions of an increasingly complex nature.
- Organizational and time management skills, including ability to, multi-task, and set priorities while facing tight time frames and deadlines.
- Work independently as well as contribute within a team environment.
- Read and extract applicable administrative information from various types of plans.
- Proficiency in use of various software products (e.g. Microsoft Word).
- Detail orientated.

Contacts

(Main contacts of this position and the purpose of those contacts.)

The LA communicates in person, by telephone, and in writing with applicants and their agents, members of the public, industry representatives, solicitors, representatives of external agencies and governments, and department and government staff members to discuss land-related documents pertaining to designated activities on public lands, evaluate and clarify information.

Supervision Exercised

(List position numbers, class titles, and working titles of positions directly supervised.)

The LA does not have direct supervisory responsibilities.

Last Review / Update: 2016-03-11