

Job Description/Specification

Identification	J0171	TFEU/BCTF Joint Salary Committee Decisions
JOB/POSITION TITLE:	Legal Assistant	FORMER TITLE/DEPARTMENT: N/A
DIVISION/DEPARTMENT:	Legal Services	PAY GRADE: 4
SUPERVISOR'S TITLE:	Supervisor, Legal Services	DATE APPROVED: June 14, 2019

Function and purpose (a)

To provide administrative and secretarial assistance to the Federation lawyers including compiling information, preparing documents, and coordinating related procedures.

Principal duties and responsibilities (a)

1. Prepares and proofreads a wide range of correspondence in relation to arbitrations, Teacher Regulation Branch (TRB), human rights, BC Labour Relations Board, privacy/freedom of information, other litigation files, and projects for which Federation lawyers have conduct.
2. Assists in preparation of arbitration correspondence up to and including arbitration hearings; including books of documents and briefs of authority; making travel arrangements, meeting room bookings, leave of absence requests, and any other related duties as required.
3. Management of in-house Federation legal materials including ongoing maintenance and updating of case reports and periodic series, statutes, and other materials in the legal/arbitration library.
4. Accesses complicated and voluminous legal files and their supplementals and helps to keep them in a logical, well-documented and organized manner. Closes Federation case files, arbitration, and TRB files as required.
5. Assesses the nature and specific purpose of incoming telephone calls and makes appropriate reference where necessary, takes detailed and confidential notes for the assistance of Federation lawyers; ensures emergent situations are dealt with in a timely way in the case of absence of Federation lawyers.
6. Ensures necessary levels of confidentiality and preservation of solicitors' privilege in communications.
7. Other duties as assigned by Supervisor.

JOB REQUIREMENTS

This section sets out the minimum requirements in the areas of EXPERIENCE, EDUCATION, TRAINING, CERTIFICATES AND PHYSICAL DEMANDS necessary to perform the job.

Experience (b)

Four years legal administrative experience performing legal assistant duties in a law firm, trade union office, or similar organization.

A good working knowledge of the structures and policies of the BC Teachers' Federation, the system of public education in BC, and exposure to the collective bargaining system would be valuable assets.

Work history must demonstrate ability to: independently set work priorities, understand legal/analytical concepts, make apt and timely decisions, use effective communication skills, act in a tactful and diplomatic manner, and to deal regularly with individuals who are under a great deal of stress facing personal or professional crisis.

Must possess excellent typing and proofreading skills, an exceptional work ethic, and a high proficiency at detail-oriented work.

Education and training (c)

Completion of:

1. A comprehensive Legal Administrative Assistant Program of at least 1.0 FTE year of study, inclusive of training in administrative skills as well as courses in legal procedures.
2. Secondary school (Grade 12).

Licences and certificates (c)

Legal Administrative Assistant Certificate (Capilano University or equivalent program of study)

JOB CHARACTERISTICS

This section is a key component of the Salary Determination process. This section also forms part of the job description and describes some of the conditions under which the work is performed.

Contacts and relationships (d)

Regular contact with all levels of Federation staff, political officers, is required to exchange and explain complex information.

Critical contacts and relationships with individuals external to the Federation office are regularly required and involve dealings with local presidents, members, and skilled professionals, who are often adverse in interest to the members represented by the Federation, or parties to internal Federation disputes: lawyers, arbitrators, members of the public, staff of various public bodies, and provincial government ministry staff. Other external contacts include police staff, court staff, other teacher organizations and Colleges across Canada, psychiatrists, doctors, universities throughout Canada, post-secondary students, and suppliers of legal research tools and publications.

These contacts and relationships require diplomacy, judgment, and confidentiality.

Machines, equipment and work aids used

Computer and related software (Microsoft Office, Outlook, Adobe, case and data management and legal research), photocopiers, scanners, facsimile and binding machines.

Positions supervised (e)

None.

Physical and/or mental effort (f)

This position is subject to the continual stress of a constant high volume of work requiring a high degree of accuracy under the pressure of critical deadlines.

Environment (g)

Physical/emotional environment limited to conditions normally associated with professional and administrative work such as communication, collaboration, critical thinking skills, equipment operating dexterity, and scheduling pressures.

Working conditions (g)

Exposure to extensive periods of screen exposure resulting from electronic file management. Overtime may be required to handle heavy workloads with critical deadlines.