

Job Description/Specification

Identification	J0173	TFEU/BCTF Joint Salary Committee Decisions
JOB/POSITION TITLE:	Legal Department Supervisor	FORMER TITLE/DEPARTMENT: Legal Department Supervisor
DIVISION/DEPARTMENT:	Legal Department	PAY GRADE: 6
SUPERVISOR'S TITLE:	Federation General Counsel	DATE APPROVED: Jan 25, 2021 (as per Award)

Function and purpose (a)

To co-ordinate, supervise and participate in the work of the support staff of the Legal Department.

Principal duties and responsibilities

1. Plans, organizes, allocates, assigns, motivates and participates in the work of a group of paralegal support staff who provide support services for General Counsel and Staff Lawyers of the Legal Services Division which involves:
 - a. establishing and maintaining systems of tracking and case management in relation to grievances and legal aid litigation files;
 - b. co-ordinating commitments and scheduling various types of case hearings;
 - c. drafting a wide range of correspondence in relation to arbitrations (regular and s.104 expedited), Teacher Regulation Branch, human rights, BC Labour relations Board, privacy/freedom of information, and projects for which Staff Lawyers have conduct;
 - d. providing a wide range of assistance in the preparation for hearings at which Staff Lawyers are counsel, including (under the direction of Staff Lawyers), conducting preliminary interviews with witnesses and obtaining notes of evidence; marshalling potentially relevant documentary evidence, drafting case chronologies and outline statements of facts; preparing briefs of documents and volumes of case authorities; co-ordinating attendance of witnesses at hearings;
 - e. assisting with co-ordination of and scheduling of out-of-house counsel who are representing BCTF members in legal aid matters;
 - f. undertaking problem-based or subject-based legal research;
 - g. assembling jurisprudential material from print sources and electronic data bases;
 - h. drafting memoranda summarizing cases, periodical articles, and court documents;

- i. managing in-house Federation legal materials including maintaining and updating case reports and periodical series, statutes, and other materials in the legal/arbitration library;
 - j. maintaining and indexing teacher case law precedents in arbitration, labour tribunals, and the regular courts;
 - k. maintaining the electronic data base for teacher arbitration awards;
 - l. responding to information requests from Federation staff, locals, members and external firms on the status of ongoing cases; providing requested documentation, case law, regulations and statutes;
 - m. ensuring necessary levels of confidentiality and preservation of solicitors' privilege in communications;
 - n. providing a wide range of administrative and secretarial support services.
 - o. assessing the nature and specific purpose of incoming telephone calls and making appropriate reference where necessary, taking detailed and confidential particulars for the assistance of Staff Lawyers; ensuring emergent situations are dealt with in a timely way in the case of absence of Staff Lawyers.
2. Sorts and disseminates mail and other correspondence; sets up and maintains records and files; composes, types and/or signs routine letters; establishes standards of quality and quantity of production and ensures maintenance of those standards.
3. Schedules and authorizes hours of work, overtime, vacations, and leaves of absence for support staff according to established policies and/or collective agreement; prepares or completes holiday, sick leave and related personnel and payroll forms
4. Advises on the probationary performance evaluation of new staff; ensures that all job descriptions are current; certifies content of job descriptions and reviews, in consultation with the General Counsel, the requirements for support staff positions.
5. Plans, co-ordinates and provides direction and training in Federation paralegal, administrative and secretarial methods and procedures; monitors quantity of work assigned to individual positions and, where necessary, reassigns work within the group; provides assistance and/or arranges for temporary help from within other divisions; provides motivation and leadership to the group and maintains harmonious relations among the group members.
6. Monitors overtime, casual and bonusing budgets in Legal Services Division. Prepares budget amendments for salary costs and oversees the preparation of divisional program budget amendments for General Counsel. Works with budget co-ordinator in budget preparation including staff salary allocations, updating budget notes; proofreads all changes.
7. Maintains an awareness of department issues and objectives by liaising with General Counsel and attends various cross-divisional meetings to remain aware of current BCTF programs, procedures, events, schedules and work assignments.

8. Reviews and checks all legal bills. Applies appropriate budget coding, forwards to General Counsel for approval and processes to the Accounting department for payment. Maintains signing authority in the absence of General Counsel.
9. Receives difficult and/or unusual enquiries by telephone; analyses, informs or refers enquiries to appropriate staff for action.
10. Provides for back-up relief to all paralegal support staff positions; proofreads draft work and correspondence and provides paralegal support services to divisional staff due to absence of other support staff or heavy workload.
11. Organizes physical layout of division, co-ordinates furniture and telephone needs with FAS, and checks for capital budget requirements.
12. Works with the General Counsel to ensure that the division is a healthy workplace free of any forms of harassment, sexism or racism.
13. Maintains effective working relations between individual members of staff.

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)

Two years supervisory experience.

Three years paralegal experience.

Four years senior secretarial experience, preferably in a legal or labour relations environment.

A good working knowledge of the B.C. Teachers' Federation structures, and policies and of the system of public education in B.C., and exposure to the collective bargaining system.

A demonstrated ability to independently set work priorities, to use effective communication skills, to act in a tactful and diplomatic manner, and to deal with individuals in time-driven emergencies, crisis, and stressful situations.

A demonstrated ability to make effective decisions, collaborate effectively with others, problem-solve, foster innovation, and deal with change.

Education and training (c)

Completion of a comprehensive Paralegal Program of at least 2 FTE years' studies, inclusive of coursework providing paralegal-level background in general legal theory, administrative law concept, contract law, criminal law process, the principles of evidence, labour law, legal research methods, and legal writing.

One year's training in generalist office/secretarial methods, procedures and/or supervision courses. Further course work in the employment law subjects would be an asset.

Licences or certificates required (c)

Paralegal Certificate (Capilano College program or equivalent).

Environment (g)

Physical/emotional environment limited to conditions normally associated with office clerical work such as communications skills, equipment operating dexterity, and scheduling pressures.

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 required (d)

Regular contact with all levels of Federation staff to exchange and explain processes and protocols addressed by the Legal Services Division.

Contacts with individuals external to the Federation office include local officials, members, members of the public, labour relations board personnel, Teacher Regulation Branch officials, and the offices of outside Federation counsel and arbitrators. Contact with skilled professionals who may be adverse in interest to the members represented by the Federation, or who may be parties to internal Federation disputes; such contact demanding a high degree of diplomacy and judgement. Ordering of cases and materials from various sources (i.e. court house library, Western Local Publications, Canada Law Book, Queen's Printer, Canadian Labour Arbitration Summaries, etc.)

Machines, equipment and work aids used

Computers and related software (Microsoft Office, Outlook, case and data management and legal research), photocopier, facsimile machine and calculator.

Positions supervised (e)

Five

Physical and/or mental effort required (f)

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

Working conditions

Physical/emotional environment associated with office work inclusive of exposure to extensive periods of computer screen time resulting from electronic file management and other duties. Overtime might be required to handle heavy workloads with critical deadlines several times during the year.