

LEGISLATIVE ASSEMBLY OFFICE OFFICE OF PARLIAMENTARY COUNSEL

LEGAL ASSISTANT - JOB PROFILE



LEGISLATIVE
ASSEMBLY
OF ALBERTA

BACKGROUND

The Office of Parliamentary Counsel is a branch of the Legislative Assembly Office (“LAO”) tasked with providing comprehensive and impartial legal advice to the Speaker of the Legislative Assembly and other Presiding Officers, as well as Members and Committees of the Legislative Assembly. As part of this work, lawyers in the Office of Parliamentary Counsel are responsible for drafting Private Members’ Public Bills, Private Bills and amendments to legislation and motions to be considered by the Legislative Assembly.

Lawyers in the Office of Parliamentary Counsel also act as LAO corporate counsel, which includes providing legal advice on various contracts, leases and employment matters to LAO branches.

The Office of Parliamentary Counsel consists of the Law Clerk, parliamentary and legal counsel, as well as a paralegal and a legal assistant. The legal support staff play a critical role in ensuring that the Law Clerk and counsel can consistently deliver legal and legislative services in a timely and professional manner. As such, the legal assistant is required to work collaboratively with the paralegal to support the Office of Parliamentary Counsel in a dynamic and challenging environment.

The Office of Parliamentary Counsel functions in accordance with the *Legislative Assembly Act*, the Standing Orders of the Legislative Assembly, the LAO’s policies and protocols, and applicable public service policies.

Responsibilities

1. Prepare legal documents

Activities:

- Prepare initial drafts of legal documents (e.g., contracts, leases, affidavits, caveats, etc.) for counsel to edit and review.
- Prepare and organize materials and files for counsel, including saving documents in the appropriate location, editing drafts based on the feedback of counsel, printing documents for legal review and preparing binders of reference materials.

2. Administer legal requests and workflows for the office

Activities:

- Organize and co-ordinate incoming legal service requests and outgoing responses, including identifying priority items and responding to changing priorities.
- Receive requests from Members of the Legislative Assembly, directors, managers and members of the public, and ensure that all requests are processed and tracked in accordance with office protocols.
- Open files, conduct legal searches, as necessary, and maintain records in accordance with office protocols.
- Co-ordinate administrative support for meetings and events based on the instruction of counsel.

3. Provide general branch support

Activities:

- Update reference materials and looseleaf binders.
- Maintain and update contact lists.
- Prepare agendas, attend meetings and create meeting minutes.
- Prepare invoices and other financial management information for submission to the Financial Management branch.

4. Positively and proactively contribute to the LAO's mandate to strengthen parliamentary democracy for all Albertans

Activities:

- Contribute as part of the team to specific Office of Parliamentary Counsel and LAO initiatives.
- Continuously demonstrate a strong commitment to collaboration and teamwork to ensure work is completed in an efficient and effective manner.
- Continuously demonstrate support for a positive workplace culture and the behaviours described in the LAO's Respectful Workplace Policy.
- Demonstrate commitment to workplace health and safety by following safe work practices and reporting work-related accidents and hazards immediately.
- Participate in the classification, maintenance, retention and disposition of records within the guidelines of the LAO's file classification and retention schedule.

Scope

- The position reports to the Law Clerk, but is expected to take direction from all counsel, subject to operational demands.
- The position is generally responsible for the successful day-to-day administrative operations of Office of Parliamentary Counsel, in co-ordination with the paralegal.
- The position impacts the efficient and effective delivery of the LAO's legal and legislative services, and by extension the parliamentary work of Members of the Legislative Assembly.
- The Legal Assistant must be able to work under deadlines and have a strong capacity for effective communication with a variety of individuals in both executive and non-executive positions.
- The position reflects the impartial role of the LAO within the Alberta's parliamentary system and is a strictly nonpartisan, but carried out within a partisan, political environment.

Knowledge and Skills

- Minimum two (2) years of progressive experience in a professional, preferably legal, context.
- Completion of post-secondary education, with a preference given to those with a legal assistant diploma or equivalent. Candidates with lower qualifications may be considered at a lower job classification.
- Advanced computer skills, specifically related to information management, legal templates, databases, internet applications and systems (e.g., Microsoft 365, professional Adobe, SharePoint, CORES 1 and SPIN II).

- Excellent writing and proofreading skills based on an exceptional attention to detail.
- Exceptional tact and judgment, with an ability to communicate in a clear, direct and professional manner.
- Sound organizational and time-management skills, and a strong capacity for independent problem-solving.
- Background working with internal and external parties to co-ordinate on projects and files.
- Basic knowledge of legal concepts and terminology is an asset.
- Experience with information management in a law firm or legal environment is an asset.

Position Classification

Legal Administration 2 (015LA)