

**LEGISLATIVE ASSEMBLY OFFICE  
OFFICE OF PARLIAMENTARY COUNSEL**

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**PARALEGAL POSITION - JOB PROFILE**

**BACKGROUND**

The Office of Parliamentary Counsel (“OPC”) 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 Parliamentary Counsel is responsible for drafting Private Members’ Public Bills, Private Bills and amendments to legislation and motions to be considered by the Legislative Assembly.

Parliamentary Counsel also acts 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 paralegals. The paralegals play a critical role in problem solving, independent thinking and supporting the delivery of effective and efficient legal and legislative services in a professional manner. Paralegals work with a high degree of independence and personal accountability to support the Parliamentary Counsel team within a dynamic and highly confidential work 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 and scrutinize legal and legislative work as directed by the lawyers.**

**Activities:**

- prepare and conduct an initial review of legal documents (e.g., contracts, leases, affidavits, caveats) to proactively identify legal issues
- manage the process for preparing Private Members’ Public Bills, including
  - administering each sessional bill draw and communicating with Members and staff on Bill proposal submissions,
  - formatting and reviewing Bills and amendments to ensure conformity with legislative drafting standards, and
  - co-ordinating with other LAO branches, Members and lawyers on the production and delivery of Bills for introduction in the Assembly in accordance with applicable parliamentary rules.
- co-ordinate with the Legislative Counsel Office to address editorial and publication questions following each legislative sitting
- understand and apply parliamentary rules and procedures governing the work of the Office of Parliamentary Counsel
- proactively conduct legal searches and identify legal issues by co-ordinating with the Land Titles Office, Corporate Registry Office, law courts and municipalities
- independently organize and manage complex legal and legislative files based on instructions provided by the assigned lawyer and in compliance with all relevant parliamentary precedent, practices and legislation

- co-ordinate a wide range of legal and legislative requests in a professional and confidential manner as well as identify priority requests and ensure they are brought to the attention of the appropriate lawyer on an expedited basis
- gather, organize and evaluate information related to highly sensitive legal proceedings as well as requests made under the *Freedom of Information and Protection of Privacy Act*

**2. Independently manage the OPC's information management system and, whenever possible, identify areas for increased efficiency, accuracy and reliability of existing practices.**

**Activities:**

- manage all information, data, drafts, research, correspondence, memos and other materials in accordance with approved information management practices
- provide proactive recommendations for improvements to the information management system based on best practices and, once approved, implement those recommendations in a consistent and efficient manner
- apply knowledge of provincial and federal legislation, regulations and guidelines relevant to the parliamentary system to ensure compliance with applicable rules and procedures
- execute tasks with a high degree of independence and personal accountability
- lead the office's administrative operations by managing personnel and financial documents, including preparing a summary of monthly branch budget statements, verifying staff absences for the branch manager and preparing expense claims in accordance with LAO policy
- manage the office's extensive library of legal and legislative templates and precedents, including co-ordinating periodic reviews and updates to ensure accuracy and legal compliance

**3. Proactively contribute to the LAO's mandate.**

**Activities:**

- contribute as an active member of the OPC to LAO initiatives and projects
- liaise with a variety of stakeholders, including Members of the Legislative Assembly, LAO managers, colleagues, lawyers and members of the public
- project a positive and professional demeanor with all OPC clients, including Members of the Legislative Assembly, in person, by telephone and by e-mail
- participate in the planning, implementing and monitoring of legal services required to be provided prior to and following each provincial general election
- ensure that branch records are managed and updated in accordance with LAO standards and that confidentiality, retention and disposition guidelines are followed
- continuously demonstrate a strong commitment to workplace health and safety by following safe work practices and reporting work-related accidents and hazards immediately
- continuously demonstrate support for a positive workplace culture and the valued behaviours described in the LAO's Respectful Workplace Policy

**Scope**

- reports to the Law Clerk
- takes direction from lawyers in the administration and management of files
- independently manages the administrative operations of the OPC by organizing and co-ordinating incoming legal and legislative requests, prioritizing work appropriately, responding to changing priorities, working under deadlines and communicating effectively with LAO staff

- acts as the primary point of contact for each assigned lawyer by providing responses to legal and legislative requests from clients and appropriately referring requests internally
- supports the efficient and effective delivery of the OPC's parliamentary duties in an impartial manner
- plans workflows, organizes tasks and sets priorities
- uses excellent professional judgment when confronted with difficult or stressful situations based on a solution-oriented approach
- proactively informs lawyers of the status of files to ensure work is completed in a timely manner
- utilizes knowledge of different areas of law to ensure Parliamentary Counsel acts in accordance with applicable rules and procedures
- ability to act in a nonpartisan manner within a partisan environment

### **Knowledge, Skills and Abilities**

- minimum of four years of progressive experience in a legal environment
- completion of related two-year diploma in related field, with preference given to those with paralegal-related education or equivalent
- education or advanced experience with information management in a law firm or legal environment
- theoretical knowledge of legal concepts and terminology as well as a background in conducting legal research
- basic understanding of the different branches of government and the Westminster parliamentary system, with previous experience working within a parliamentary environment preferred
- advanced computer skills, specifically related to information management, legal templates, databases, Internet applications and systems (e.g., Microsoft Word, Microsoft Excel and Microsoft 365, Teams, Adobe Acrobat Pro, SharePoint, CORES 1 and SPIN II)
- analytical and research skills, including ability to analyze and synthesize legal information obtained through a variety of sources
- ability to independently conduct preliminary research at the request of lawyers, including case law, legal summaries, case briefs and academic research using legal research techniques and processes
- 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
- advanced organizational and time-management skills and a strong capacity for independent problem solving
- background working with internal and external stakeholders to share specialized knowledge and co-ordinate on projects and files
- ability to remain focused in a fast-paced environment while continuing to provide professional client service

### **Position Classification**

Legal Administration 5 (018LA)