

Job Class Profile: Assistant Deputy Supreme Court Registrar

Pay Level: CG-34 **Point Band:** 742-765

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	5	2	4	4	4	4	4	2	
Points	233	83	13	19	120	87	83	86	21	745

JOB SUMMARY

The Assistant Deputy Supreme Court Registrar is highly specialized with responsibility for the procedural operation of the Registry of the Supreme Court of Newfoundland and Labrador. Work involves assisting members of the legal community and self-represented litigants procedurally, ensuring that various applications pertaining to criminal, civil, family, estate, and bankruptcy law are in compliance with various provincial and federal statutes and the Rules of the Supreme Court.

Key and Periodic Activities

- Performs specialized, responsible work of a legal nature in managing, supervising and ensuring efficient procedural operation of the Registry. This includes supervising staff, assigning and reviewing work, ensuring appropriate staff complement, providing advice, guidance, and training as required.
- Reviews matters before the court to effect efficient operations and ensures originating documents comply with various statutory legislation and regulations and initiates actions.
- Supervises or prepares court docket.
- Provides assistance to solicitors and members of the public related to the interpretation of procedures of the Supreme Court, advises on court matters, and schedules court cases.
- Issues Letters of Probate, Administration, Guardianship, and exemplifications. Signs Orders of the Court, grants, default orders, certifies proceedings, examines and authenticates copies of pleadings and other documents filed in the registry, and issues certificates.
- Conducts litigation searches.
- Acts as taxing officer for the purpose of taxing costs in respect of any court proceedings. Issues Default Judgements and taxes Bills of Cost.
- Ensures compliance of certificates of quieting of title under the Quieting of Titles Act with the form and content of the relevant court orders and signs and issues same.
- Responsible for other court initiatives such as the probate website, researching and preparing specific topics for inclusion in the Administrative Manual for court wide disseminations, and presenting to various groups.
- Performs other related duties as required including assisting with general registry and acting as Clerk of the Court in courtroom proceedings as and when needed.

Key and Periodic Activities

- Acts as Deputy Registrar for Bankruptcy.
- Approves all invoices pertaining to office supplies, telephones, and fax machines for the Registry operations.
- Presides at examinations of judgement debtors and performs Justice of the Peace duties.
- Assists in main registry.
- Makes bank deposits and effects financial transfers.
- Writes annual report.
- Updates website.
- Approves attendance registrar.
- Oversees implementation of Supreme Court E-Filing System.

SKILL

Knowledge

General and Specific Knowledge:

- Criminal Code of Canada.
- Rules of the Supreme Court.
- Court applications/processes/procedures.
- Various federal and provincial statutes.

Formal Education and/or Certification(s):

- Minimum: 2 Year Specialized Diploma in Computer Studies or Legal Terminology.

Years of Experience:

- Minimum: 1-2 years.

Competencies:

- Communication skills.
- Ability to write reports and instructional/procedural guidelines.

Interpersonal Skills

- Interpersonal skills include listening to information from others, providing routine and complex information and direction, providing expert advice to employees within the department, general public and professional advisors.
- Effective communication skills are integral to the position in assisting members of the legal profession and self-represented litigants procedurally in a complex application process in all areas of the law.
- The three most significant contacts are judges, members of the legal profession, and management within the department.

EFFORT

Physical Effort

- The demands of the job do not result in fatigue, requiring periods of rest.

- Constantly required to lift objects up to 10 lbs. and occasionally up to 25 lbs. Responsible for the transportation and physical carriage of voluminous files to members of the judiciary on a daily basis.
- Occasional standing and walking.
- Fine finger/precision work and sitting when using a computer occurs on a regular basis.

Concentration

- **Visual** concentration (i.e. reading all applications to ensure they are in compliance with procedures, statutes and rules) is a constant requirement.
- **Auditory** concentration (i.e. listening to members of the judiciary and self-represented litigants to assist them in the proper direction) occurs on a regular basis.
- **Eye/hand coordination** (i.e. use of computers and recording equipment); **repetition requiring alertness** (i.e. repetition of information provided to the public so they understand the requirements of the Court); **time pressures and interruptions** (i.e. applications must be reviewed and provided to various judges on matters that have time constraints) are all constantly required.
- Regularly experience **lack of control over the work pace** (i.e. pace of work is dictated by the people who are served and by the judiciary who schedules and deals with cases).

Complexity

- Tasks and activities are primarily different but related involving a wide variety of responsibilities and situations.
- Problems may be simple with obvious solutions, highly technical, or may be addressed by following procedures and guidelines.
- The most typical challenge is assisting members of the public in areas of the law that are completely foreign to them such as probate, divorce, estates, and administration.
- When addressing challenges/problems/issues incumbents can typically reference the Rules of the Supreme Court, the Criminal Code of Canada, and various federal and provincial statutes.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks are highly monitored and controlled through the adherence to the Rules of the Court, procedures, and related legislation.
- Operates independently in the supervision and operation of the Registry with minimal input from the immediate supervisor.
- Supervisory approval is required for policy or process changes.
- The rules and timelines of the Court are black and white allowing for little or no discretion in their interpretation. Documents can be rejected which results in decisions being made in the absence of these documents.
- A high level of discretion is exercised when an individual needs an issue moved forward when there is little or no court time available. Contacts with other staff are made to determine what the Registry can do to accommodate the urgent matter. This is particularly so with criminal matters.
- Discretion is also exercised when functioning as a taxation officer responsible for the taxation

of costs. This involves presentations from legal counsel and making a decision on awarding same.
Impact
<ul style="list-style-type: none"> — Work tasks are highly monitored and controlled through adherence to the Rules of the Court and related legislation. — Generally has significant impact (both positive and negative) on the immediate work area, the department, clients/general public. — Also impacted are processes, systems and information. When job tasks are completed it affects the Supreme Court as a whole, the staff in the immediate Registry and Court staff and judiciary. — In the event of a mistake or error there is an extreme impact on the immediate area, within the department and organization, outside the organization, the corporate image, and on clients and general public. Errors can result in appeals, time deadlines not being met, individuals having to repeat a process or begin a new process. An error made would most likely involve an amended order being typed, signed, and filed. In rare instances it may cause a lawyer or litigant to make formal application to a judge to have the error corrected. — The time frame associated with the identification and resolution of errors is normally within hours of problem identification. If an individual or staff person makes an error on an application they will be notified immediately and corrected. Time limits are critical.
Development and Leadership of Others
<ul style="list-style-type: none"> — Responsible for supervision of a small size work group (1 to 4 employees).

WORKING CONDITIONS

Environmental Working Conditions
<ul style="list-style-type: none"> — There is no requirement for safety equipment or precautions. — There is a limited likelihood of minor cuts, bruises, abrasions, injury, or illness causing disability. — Occasionally exposed to noise/dust and lack of privacy.