

Job Class Profile: Trial Co-ordinator**Pay Level: CG-27 Point Band: 534-577**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	4	2	4	3	3	4	1	2	
Points	187	67	13	19	90	65	83	21	21	566

JOB SUMMARY

The Trial Co-ordinator organizes, prepares and distributes daily court docket; schedules court hearings, trials, and case management meetings; liaises with judges in relation to court docket and provides assistance to staff, lawyers, government departments, police and the public; reviews court files daily for accuracy and completeness; issues and files court related documents; provides assistance to staff, legal professionals and the public; issues all court documents; and administers oaths.

Key and Periodic Activities

- Organizes, prepares and distributes daily court docket making adjustments where necessary. Assigns judges and courtrooms. Checks files for readiness and completeness before presenting to the judge.
- Schedules court hearings, case management meetings, and trials. Prepares, proofreads and distributes notices related to scheduled court dates.
- Work includes verbal and written communication with internal and external clients and legal profession for scheduling of court dates.
- Provides daily assistance to the public, legal profession in scheduling court dates and to explain the policies, procedures and rules of the court. Ensures that procedures are followed and interprets various acts and rules.
- Responds to requests for assistance via email, telephone and in-person regarding court schedules and to provide general information.
- Works closely with presiding judges of the Supreme Court, Family Division, and visiting judge to discuss, resolve and/or modify scheduling procedures.
- Issues and files court related documents, applications, and notices for court hearings.
- Monitors the court schedule to ensure court times are utilized in the most effective manner.
- Signs in or certifies court orders and distributes to parties and other authorities such as the Support Enforcement Agency.
- Issues originating applications, variation applications, and interim applications.
- Arranges for additional judiciary when required in consultation with the Administration Judge and Chief Judge.
- Attends court sittings. Operates and records court sittings.
- Provides guidance and assistance to court staff in scheduling application dates and keeps them apprised of scheduling issues and changes.
- Arranges for extra court security when required.

SKILL

Knowledge
<p>General and Specific Knowledge:</p> <ul style="list-style-type: none"> — Specialized knowledge of the policies and procedures of the Supreme Court and the relevant legislation. <p>Formal Education and/or Certification(s):</p> <ul style="list-style-type: none"> — Minimum: 2 year post-secondary Diploma in Legal Office Administration, supplemented with court administration courses. <p>Years of Experience:</p> <ul style="list-style-type: none"> — Minimum: 4-5 years of experience. <p>Competencies:</p> <ul style="list-style-type: none"> — Strong interpersonal, communication, organizational skills. — Strong computer skills with various software programs and case management systems (i.e. when preparing the daily docket and writing detailed letters and memos). — Ability to listen and provide advice.
Interpersonal Skills
<ul style="list-style-type: none"> — Interpersonal skills are used to listen and give expert advice, to ask questions to obtain information, to provide routine information and direction to others, and when dealing with upset/angry people either face to face or on the telephone. — Communications occur with employees in the immediate work area, within the department, outside the department, supervisors/managers, other provincial or federal government employees, general public, and professional associations. — The most significant contacts are Judges of the Supreme Court regarding scheduling of trials, hearings, and daily update of court docket; Lawyers and legal professionals for the purpose of scheduling court matters, procedures and rules of the court; and clients of the court for the purpose of scheduling court matters, providing advice on particular matters, and explaining the rules and procedures of the court.

EFFORT

Physical Effort
<ul style="list-style-type: none"> — The demands of the job do not result in considerable fatigue, requiring periods of rest. — There is an occasional requirement to lift boxes less than 10 lbs. — Use of gross motor skills, driving are required occasionally. Walks to other sections and people in the office to distribute court docket. — Sitting and fine finger precision is required on a regular basis while using a computer. (Over 50% of daily work is spent sitting at the desk using a computer or answering the telephone.)
Concentration
<ul style="list-style-type: none"> — Visual alertness is required on a constant basis when running court dockets, entering data into court docket and case management system, and using computer for extended periods of time. — Auditory concentration is constantly required when listening to clients over the phone and in person requesting information or clarification. — Repetition requiring alertness is experienced when setting dates, changing dates, updating court calendars for judges.

- **Higher than normal levels of attentiveness or alertness for the health and safety of others** (i.e. if children are taken from their parents and placed in care).
- **Time pressures, deadlines and interruptions** are experienced when deadlines or urgent issues come up quickly. For example, when responding to last minute requests by judges, clients, lawyers regarding scheduling or court matters.
- **Lack of control over work pace** occurs when dealing with matters set by the judges, emergency matters, or requests from legal profession seeking court dates.
- **Exact results and precision** is constantly required for the court dockets for the Family Court. Attention to detail is important when arranging times/dates for lawyers and clients.

Complexity

- Work tasks are different but allow for the use of similar skills and knowledge. Some unrelated tasks exist.
- Challenges/problems/issues may have obvious solutions and are most often resolved by following existing procedures and guidelines. Challenges at times may have a limited number of existing solutions, or may be addressed in a team setting. Occasionally challenges/problems must be defined and solutions found.
- Typical challenges/issues are legislated time lines which must be followed. This requires scheduling emergency matters, identifying dates mutually convenient to all parties, and accomplishing tasks with a limited court docket while working with judges to ascertain their availability.
- There are legislation and rules of the Supreme Court that must be followed when co-ordinating court matters.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks are moderately prescribed or controlled. Work is performed independently on daily tasks. Rules of the court and legislation must be adhered to.
- Decisions are made with regards to the number and types of matters to be rescheduled, and assigning court officers to sit on court hearings daily.
- Discretion and judgment are constantly required when dealing with confidential information and ensuring it is filed correctly.
- Policy and procedure guidelines exist for daily operations. When dealing with client questions where there is no clear or definite solution, must reference the rules of the court and past experience to make a decision.
- A high degree of discretion is required when a court matter needs to be set down on an emergency basis. Discretion is exercised to review the file and determine level of urgency.

Impact

- Generally has impact on the immediate work area, within the organization, on clients/general public, on information, finances, material resources and human resources.
- Scheduling of courtroom and court matters, as well as the provision of information, has a direct impact (positive and negative) on the immediate work area including judges, staff, legal profession and clients.
- Errors may also have an impact on processes and systems, and information. (i.e. the delivery of communications regarding court dates to all parties involved, staff, and judges. Or an error in updating the court docket regarding judges schedules and staff schedules.)

- Consequences and/or errors are normally identified and resolved within hours of identification.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- Required to provide on-the-job guidance and advice, orientation and training to new employees. Also responsible for scheduling court officer sittings on court matters.

WORKING CONDITIONS

Environmental Working Conditions

- There is no requirement for safety equipment or special precautions.
- No likelihood of minor cuts, bruises, abrasions or minor illnesses, fractures, injuries or occupational illness resulting in partial or total disability.
- Open concept working environment (Registry) – some exposure to noise.