

Paralegal II

DEFINITION

This is complex and independent legal work involving extensive courtroom attendance.

Incumbents within this class attend Traffic Court on behalf of the City of Edmonton to prosecute cases under the Provincial Offence Procedures Act.

Employees function in an independent manner and exercise considerable judgement in the assessment and determination whether cases contain sufficient evidence in order to proceed to trial, whether charges should be withdrawn, or whether to substitute a lesser fine amount.

This classification is distinguished from the Paralegal I by virtue of the specialization in traffic prosecution, degree of decision making and judgement applied, and level of directly applicable experience required.

TYPICAL DUTIES*

Responds to telephone inquiries by accused or their lawyers regarding all aspects of their charge or trial.

Mediates between complainants, Field Investigators, Security Officers, Special Constables, Police Officers, etc. and the accused regarding the circumstances surrounding the issuance of a ticket.

Liaises with City departments to follow up on complaints regarding Bylaw infractions.

Discusses issues brought up during trial and decisions made by Commissioners with the lawyer in charge of bylaw prosecutions.

Discusses potential appeals for certain decisions made by Commissioners.

Prepares for trial by reviewing all materials and requesting further documentation if required. Decides on appropriate witnesses and briefs witnesses regarding trial proceedings.

Checks in Crown witnesses (bylaw officers, special constables, police constables, and civilian witnesses).

Discusses the basis for tickets with the defendant and officers to ascertain if a resolution can be achieved by withdrawing the charge or changing the plea to guilty.

Organizes those matters proceeding to trial as well as the sequence.

When Court is in session, presents to the Commissioner those cases that are being withdrawn and cases where Defendants have changed their plea to guilty.

Requests convictions in absence be given to Defendants who have not shown up for trial on all Part 3 matters and requests warrants on all Part 2 matters.

During trials, obtains the necessary evidence from the witnesses for the Crown through direct examination.

Cross-examines the Defendant and witnesses for the Defence.

Discusses procedures with Justices of the Peace in having files brought forward, reducing fines, withdrawing charges and quashing tickets.

Performs related duties as required.

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KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of *Provincial Procedures Offences Act, Highway Traffic Act, Municipal Government Act*, and all Bylaws enforced by the City of Edmonton.

Working knowledge of Provincial Court procedures.

Working knowledge of techniques, terminology and practices used in acquiring information and evidence for trial.

Ability to interview civilian witnesses, police officers, special constables, and bylaw officers to determine their recollection of events relative to specific cases.

Well-developed skills in negotiation, mediation and conflict management.

Strong oral and written communication skills.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Successful completion of a recognized two (2) year Legal Assistant Diploma program and five (5) years of progressively responsible legal experience in the area of collection including a minimum of one year of prosecution experience in a Court of Law.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	1403		1405	

Last Updated:
Previous Updates:
Originated: