



IDENTIFICATION

| Department | Position Title | |
|-----------------|---|------------------|
| Justice | Paralegal Team Lead, Corporate Registries | |
| Position Number | Community | Division/Region |
| 82-1462 | Yellowknife | Legal Registries |

PURPOSE OF THE POSITION

The Paralegal Team Lead, Corporate Registries (“Team Lead”) leads the day-to-day operations of the Corporate Registry (“Registry”). The incumbent is a highly experienced paralegal with specialized knowledge of business organizations and corporate/commercial legal matters who supervises and mentors the work of other Paralegals.

SCOPE

The Team Lead reports to the Manager, Securities and Corporate Registries in Yellowknife and supervises 2 Paralegals, and 1 Paralegal Assistant. The Team Lead holds statutory appointment of Deputy Registrar under the applicable statutes.

Under the *Business Corporations Act*, *Societies Act*, and *Co-operative Associations Act*, Corporate Registries is responsible for incorporating business corporations, societies, and co-operative associations, as well as registering corporations incorporated elsewhere but carrying on business in the NWT. The Registries are also responsible for registering limited partnerships, limited liability partnerships, partnerships and business names under the *Partnership and Business Names Act*. All documents and records are available for inspection by the public.

As legal staff, the Team Lead is a representative of the Registrar and must be reliable to maintain the confidence of the office. The position oversees the enforcement of the statutory and registry requirements. The documents being reviewed are of varying complexity and the Team Lead must ensure the other (more junior) Paralegals have carefully examined the documents to ensure the submissions meet statutory requirements and the common law. Submissions are often lengthy, detailed, and complex documents written with formal legal language.



The Team Lead performs such duties and tasks or exercises such powers as delegated and assigned by the Registrar. The Team Lead must regularly act as the only responsible official in the office with responsibility to independently make registration decisions and solve problems where a supervisor lawyer may not be present. In such circumstances, the Team Lead must be able to solve problems and make decisions typically made at the level of an experienced Legal Counsel in the Team Lead's area of expertise. The financial and commercial implications of the work that the Team Lead is responsible for is significant, especially if errors are made. As a result, the freedom to act is generally regulated within set precedents and under the direction or instructions of the Registrar.

RESPONSIBILITIES

1. The Team Lead will supervise the Registry's registrations and its associated processes under the direction of the Registrar.

- The Team Lead is responsible for ensuring the registration process within in defined timelines. Delays or improper acceptance or return of documents at any stage can significantly affect commerce and may subject the GNWT to liability.
- Verifies that the work of Paralegals, Paralegal Assistants, and other staff was done correctly and in compliance with legislation and the Common Law.
- Reviews more complex corporate registration submissions and either approves documents or refuses them with a written explanation of deficiencies identifying the legal basis for their refusal, including all types of documents that may be ordinarily reviewed by a Paralegal.
- Ensures that all revenue is properly receipted and is reconciled on a daily basis.
- Ensures workflow statistics are recorded.
- Responds to complex search enquiries which other staff are unable to answer.
- Acts as the backup for the Commissioner for Oaths and Notary Public Program, as previously assigned.
- Conducts enforcement action, including:
 - Enforces corporate filing requirements by maintaining a system for identifying corporations and businesses in default of the requirement to register or in default of the ongoing filing requirements.
 - Takes the necessary steps to cancel or dissolve corporations and societies in default of the ongoing filing requirements.
 - Takes appropriate action to follow up on those who fail to register, from writing follow up letters to Court action.
- Acts as a system administrator for all registry-specific computer applications, including online systems.
- Assists the Registrar with the administration of the Registry.

2. The Team Lead supervises staff and communicates with the staff and the public.



- The incumbent must be able to understand and influence the needs of clients, lawyers, and governments. The Team Lead will need to be able to explain the Registry's systems
- with frustrated and upset lawyers and members of the public with tact and diplomacy. Provides information on legislative requirements, registration standards, and office policy to the public, legal profession and governments.
- Supervises and mentors Paralegals, Interns, and Paralegal Assistants.
- Ensures that staff properly review documents submitted for registration.
- Provides on-the-job training to staff.
- Provides guidance on legal requirements for registrations and the procedures for the review and processing of documents.
- Identifies priorities for staff according to the workload on a day-to-day basis.

3. The Team Lead implements operations initiatives under the direction of the Registrar.

- Develops office policy or procedures and manuals.
- Ensures that notices required for publication in the Northwest Territories Gazette are prepared and forwarded to Legislation Division.
- Plans, coordinates and implements projects as assigned (for example: taking steps to identify problems and initiating remedial action; updating manuals; precedents; preparing materials for the website; updating records to reflect expired registrations).
- The Team Lead works in a complex electronic environment with various unique registry computer systems. This requires significant knowledge of computer systems used in a registry. The Team Lead must be able to understand computing logic and concepts to be capable of working and communicating with computer programmers to develop computer systems. Furthermore, the Team Lead must be able to teach other staff how to use systems to a degree where staff can clearly communicate computer applications into plain language and to troubleshoot problems.
- Identifies systems needs and problems and possible solutions.
- Ensures records and Registry documents are properly maintained.
- Completes all other tasks or projects assigned by the Registrar in the administration of the Registry.
- Undertakes various measures to "educate" the corporate law community regarding their registration and filing requirements, including making presentations at workshops and seminars.

WORKING CONDITIONS

Physical Demands

Most of the time is spent in a sitting position with frequent opportunity to move about.

Data entry for extended period can lead to fatigue and errors.



Environmental Conditions

No unusual demands.

Sensory Demands

Requires extremely high and concentrated attention to detail in the review of complex and lengthy legal documents, to ensure compliance with requirements with 100% accuracy.

The processing of documents will involve frequent interruptions on a daily basis.

Good listening and excellent communication and intuitive skills are required at all times.

Mental Demands

Concentrated attention to detail/accuracy in the review and preparation of legal documents.

The incumbent will be regularly exposed to a moderate level of mental stress. Responding to public demands and dealing with difficult clients on a regular basis can be stressful. The incumbent will frequently encounter irate and unreasonable clients that do not accept the explanation of legislation or policies causing a moderate degree of mental stress.

The incumbent will face continuous pressure to complete registrations within tight timeframes. Responding to registration deadlines that must be adhered to even in circumstances beyond the person's control, such as high volume of submissions or staff shortages. The incumbent lacks control over work pace due to irregularities in workflow and frequent changes that often involve a significant and abrupt change in focus.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the corporate/commercial environment to make determinations if documents are acceptable for registration.
- Vocational knowledge of computer and IT electronic registration and search systems.
- Analytical and problem-solving skills.
- Human relations, interpersonal and communication skills to provide customer service in a professional and courteous manner, and work with upset or frustrated customers.
- Requires leadership and management skills where leading, motivating a team and human relation skills are at a critical level.
- Requires financial skills to reconcile and verify payments, and maintain statistics / business performance measures.
- Organizational and time management skills.



- Ability to interpret law, policies, and procedures to provide guidance to paralegals and other staff.
- Attention to detail to review, analyze and interpret legal documents.
- Ability to supervise, motivate and train staff.
- Ability to work in a computerized office environment utilizing advanced word processing functions, database, and spreadsheet, including computer systems and applications.
- Ability to communicate both orally and in writing with clients.
- Ability to deal with unhappy clients with tact and diplomacy.
- Ability to recognize unique issues/situations and deal with them appropriately.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A paralegal diploma and 3 years of experience including 1 year in a supervisory role.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
READING COMPREHENSION:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
WRITING SKILLS:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred