



IDENTIFICATION

Department	Position Title	
Justice	Court Administration Services Manager	
Position Number	Community	Division/Region
82-6646	Yellowknife	Court Services

PURPOSE OF THE POSITION

The Court Administrative Services Manager is responsible for the day-to-day operation of the administrative functions supporting court operations and court registry operations in Yellowknife by supervising Court Finance Officer, Records Technician and Transcript Coordinator, and providing administrative and financial coordination and support to the Courts Administrator and court registry staff in accordance with the *Rules of Court, GNWT Acts*, regulations, policies and procedures.

SCOPE

The Court Administrative Services Manager is located in Yellowknife and reports to the Court Administrator. The Court Administrative Services Manager has dual responsibilities that provide administrative support to ensure continued court operations to the three independent courts forming the judicial branch of government in the Northwest Territories and provide financial and administrative support for court registries and Sheriff's Office within the GNWT Department of Justice to ensure proper financial reporting, procurement and administrative support as part of the Court Services Division.

The activities of this position and its three (3) subordinate staff provide direct support to the courts in a manner that can directly affect the ability of a court to carry out its responsibilities and affect the public perception of the courts and justice system in the Northwest Territories.

The Manager holds statutory appointments as Deputy Registrar of the Court of Appeal, Deputy Clerk of the Supreme Court, Deputy Clerk of the Territorial Court, and Deputy Sheriff. The Manager is also responsible for the performance of functions and direct supervision of staff to ensure the processing of fines and fees totalling in excess of \$500,000 annually, management and maintenance of Court, Sheriff and GNWT records, overseeing the production, filing and

distribution of transcripts of court proceedings, scheduling of court reporters, maintenance, safekeeping and reporting of two trust accounts maintained in accordance with the *Territorial Court Act* and *Judicature Act* with thousands of transactions annually ranging in value from \$1 to \$1 million each. The impact of incomplete tasks or errors in the performance of these tasks can result in court matters being scheduled incorrectly or unable to proceed, wrongful summoning of parties for court, suspension of licenses or other negative results that can negatively impact court proceedings, the public perception of the courts and justice system and the financial affairs or liberty of court participants.

This position also provides financial and administrative support to the Yellowknife court registry directly and through supervision of subordinate staff which includes cash handling, daily deposits, monthly financial reporting, purchase of equipment and supplies, creating requisitions for purchases, warehouse items and surplus goods, ensuring office equipment is operating properly, managing, sorting and classifying documents for filing and/or distribution according to GNWT ARCS/ORCS procedures and revising and maintaining office and administrative procedures.

The Manager of Administrative Services holds the following appointments:

- Deputy Registrar of the Court of Appeal
- Deputy Clerk of the Supreme Court
- Deputy Clerk of the Territorial Court
- Deputy Sheriff

RESPONSIBILITIES

1. Supervision of three administrative staff (Court Finance Officer, Transcript Coordinator and Records Coordinator).

- Coordinates the work of the section team to ensure the timely provision of administrative service to the Yellowknife Court Registry and the Sheriff's Office.
- Establishes best practices for the administrative processes and acts as a resource to the Court Administrator, registry Managers and administrative staff in administrative matters.
- Participates in staffing decisions and ensures subordinate staff are trained in their duties and responsibilities.
- Supervises and directs staff.
- Identifies staff training and development needs and ensures staff are adequately trained in their positions.
- Develops individual performance goals and objectives, prepares and reviews performance reviews.
- Ensures all processes; schedules and workflow comply with the requirements of the various Rules of Court.
- Establishes, reviews, and evaluates processes and procedures to ensure that the best value is obtained for all expenditures.
- Ensures that records management processes comply with the needs of Courts and the GNWT.

2. Provides financial and technical advice to the court registry, sheriff's office and court services staff.

- Provides leadership to court registry, sheriff's office and court services staff on court administrative and financial policies and procedures to help achieve accurate and timely processing of transactions.
- Assists in the development and implementation of approved business processes and operational guidelines.
- Identifies and investigates unusual or complex transactions to determine appropriate accounting treatment
- Contacts court and sheriff clients to resolve issues related to trust account issues, errors and processes.
- Assists with the collection and assembly of variance reporting data

3. Assists Court Administrator with the Daily Operations of the NWT Courts

- Assists with preparation of monthly variance reports.
- Ensures all payments are processed.
- Reviews, issues, signs, and files legal documents.
- Exercises GNWT spending authority.
- Under the direction of the Court Administrator prepares statistics required for the judiciary, Courts Administration, and the Department of Justice.
- Provides input to the Court Administrator, develops documents and forms, compiles information and statistics and implements operational plans and objectives as required.
- Assists the Court Administrator with general administration as required.
- Creates and maintains all procedures for court finance, transcription and records area and ensure any changes to legislation is incorporated into existing procedures.
- Ensures that specimen signatures are current for all staff requiring signing authority for bank accounts.
- Assists in the creation and implementation of Courts' Administrative policy and procedures.
- Ensures supplies for registry is fully stocked.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

Changing priorities

Frequency – Daily Duration – up to 6 hrs a day Intensity – Moderate

Attention to Details

Frequency – Daily Duration – Several hours Intensity – Low to Moderate

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated knowledge of generally accepted accounting standards at the intermediate level in order to balance ledgers and reconcile accounts.
- Ability to problem solve and provide good judgment, particularly when balancing accounts with a variety of entries that usually require a fair amount of research in order to ensure proper coding and accurate account of Court expenses. This is also completed under the pressure of time constraints and public scrutiny.
- Ability to effectively manage staff by demonstrating supervisory, operational, and human resource skills consistent with budget and number of employees, in order to motivate and guide staff to work effectively and efficiently.
- Ability to work in an automated office environment and accurately record information on the computer using Microsoft Word and Excel.
- Must be proficient in word processing, spreadsheet applications and accounting applications.
- Ability to interpret Rules of Court, legislation and financial directives/policies/procedures to ensure appropriate completion of forms and files and action taken, thereby avoiding mistakes which could result in incorrect allocation of funds or delays in pay-outs which have heavy human and financial implications.
- Must be self-motivated, detailed oriented, organized, and able to work independently in a fast-paced multi-tasked environment that requires policies, procedures, and protocol to be adhered to under strict time constraints.
- Ability to communicate effectively with the public, the legal community, judiciary, court staff within and outside the NT, and enforcement and government agencies to disperse and receive information.
- Ability to deal with difficult people in a multi-faceted and stressful environment with tact and discretion, and in a clear, concise manner both in person and on the phone.
- Ability to accurately record financial and administrative information and produce thorough documentation and correspondence, ensuring appropriate action is implemented and preventing heavy financial implications and human suffering.
- Must always conduct oneself (including outside office hours) in a manner that will not cause the administration of justice to be or be seen to be in disrepute.
- Must always ensure that the independence of the judiciary is upheld.
- Ability to understand and follow the principles of court conduct and decorum.
- Knowledge of and the ability to communicate in a cross-cultural environment.
- Working knowledge of the Rules of Court (Territorial/Supreme/Court of Appeal) and federal and territorial statutes/legislation that govern court actions and how these rules affect the financial aspect of court

Typically, the above qualifications would be attained by:

Business Administration diploma or an accounting designation with 2 years' experience working in an accounting environment and 2 years of supervisory experience. Experience working in a court registry would be an asset.

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