

Legal Administration

APS Minimum Recruitment Standards

Subsidiary Agreement:	001
Effective Date:	July 1, 2009
Stream Definition:	<p>This work primarily involves the application of applied paralegal knowledge in support of government services and programs. Work in this stream ranges from entry level legal administration, to those performing senior level specialized legal administration functions. Work at the senior levels may also involve supervision. Working in a legal, judicial or quasi-judicial environment, positions research, review, analyze, draft, file, approve and process legal documentation within the applicable acts, regulations, legislation and case law.</p> <p>Positions in this stream must either functionally report to a Justice, Judge, Justice Lawyer or a Lawyer supporting an Agency, Board or Commission; or work in support of a program area related to land conveyancing and registration.</p> <p>When functionally reporting to a Justice, Judge, Justice Lawyer or a Lawyer supporting an Agency, Board or Commission, positions focus on litigation support ensuring appropriate legal processes and procedures are followed and assigned responsibilities are completed in preparation of court proceedings, including preparation of judgments, and support in the provision of legal advice. When working in support of a program area, positions are involved in examination of legal documentation for the purposes of land conveyancing and registration.</p> <p>*Work as defined in this stream is not that of a practicing lawyer. Positions in this stream do not provide legal advice, arguments or opinions.</p>
Minimum Recruitment Standards:	<p>Legal Administration 1</p> <p>Legal Administration 2</p> <p>Legal Administration 3</p> <p>Legal Administration 4</p> <p>Legal Administration 5</p>

Legal Administration 1

Minimum Recruitment Standard:

- Two year diploma in a related field; no experience required; or equivalent as described below.
For Land Title Analyst work: One year certificate in a related field; no experience required; or equivalent as described below. (Note: Additional education is provided at this level through an in-service, full-time six-month program.)

Equivalency: Directly related education or experience considered on the basis of: 1 year of education for 1 year of experience; or 1 year of experience for 1 year of education.

Class #:

- [014LA](#)

Legal Administration 2

Minimum Recruitment Standard:

- Two year diploma in a related field plus one year progressively responsible related experience; or equivalent as described below.
For Land Title Analyst work: One year certificate in a related field plus one year progressively responsible related experience including completion of in-service, full-time six-month training program at Level 1; or equivalent as described below.

Equivalency: Directly related education or experience considered on the basis of: 1 year of education for 1 year of experience; or 1 year of experience for 1 year of education.

Class #:

- [015LA](#)

Legal Administration 3

Minimum Recruitment Standard:

- Two year diploma in a related field plus two years progressively responsible related experience; or equivalent as described below.

Equivalency: Directly related education or experience considered on the basis of: 1 year of education for 1 year of experience; or 1 year of experience for 1 year of education.

Class #:

- [016LA](#)

Legal Administration 4

Minimum Recruitment Standard:

- Two year diploma in a related field plus three years progressively responsible related experience; or equivalent as described below.
For Land Title Analyst work: One year certificate in a related field plus three years progressively responsible related experience including completion of in-service, full-time six-month training program at Level 1; or equivalent as described below.

Equivalency: Directly related education or experience considered on the basis of: 1 year of education for 1 year of experience; or 1 year of experience for 1 year of education.

Class #:

- [017LA](#)

Legal Administration 5

Minimum Recruitment Standard:

- Two year diploma in a related field plus four years progressively responsible related experience; or equivalent as described below.
For Land Title Analyst work: One year certificate in a related field plus four years progressively responsible related experience including completion of in-service, full-time six-month training program at Level 1; or equivalent as described below.

Equivalency: Directly related education or experience considered on the basis of: 1 year of education for 1 year of experience; or 1 year of experience for 1 year of education.

Class #:

- [018LA](#)

Last Review / Update: 2019-07-11