

Legal Administration

APS Minimum Recruitment Standards

Subsidiary Agreement: 001

Effective Date: February 13, 2023

Stream Definition:

Legal Administration 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. 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.

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.

*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.

Minimum Recruitment Standards: Legal Administration 1, Legal Administration 2, Legal Administration 3, Legal Administration 4, Legal Administration 5

Classification	Minimum Recruitment Standards	Equivalency
Legal Administration 1 Class #: 014LA	One year related certificate in a related field plus one year of related experience; or equivalent as described. For Land Title Analyst work: One year certificate in a related field; no experience required; or equivalent as described. (Note: Additional education is provided at this level through an in-service, full-time six-month program.)	Directly related experience or education considered on the basis of: one year of experience for one year of education or one year of education for one year of experience.
Legal Administration 2 Class #: 015LA	Two year diploma in a related field plus one year progressively responsible related experience; or equivalent as described. For Land Title Analyst work: One year certificate in a related field plus one year	Directly related experience or education considered on the basis of: one year of experience for one year of education or one year of education for one year of experience.

Last Review / Update: 2023-02-13

Classification: Public

	<p>progressively responsible related experience including completion of in-service, full-time six-month training program at Level 1; or equivalent as described.</p>	
<p>Legal Administration 3 Class #: 016LA</p>	<p>Two year diploma in a related field plus two years progressively responsible related experience; or equivalent as described.</p>	<p>Directly related experience or education considered on the basis of: one year of experience for one year of education or one year of education for one year of experience.</p>
<p>Legal Administration 4 Class #: 017LA</p>	<p>Two year diploma in a related field plus three years progressively responsible related experience; or equivalent as described.</p> <p>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.</p>	<p>Directly related experience or education considered on the basis of: one year of experience for one year of education or one year of education for one year of experience.</p>
<p>Legal Administration 5 Class #: 018LA</p>	<p>Two year diploma in a related field plus four years progressively responsible related experience; or equivalent as described.</p> <p>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.</p>	<p>Directly related experience or education considered on the basis of: one year of experience for one year of education or one year of education for one year of experience.</p>