Department of Justice
**Justice Department**

*Wage Steps and Classification*

**Position: Director**

Salary Range - $57,000 - $65,000

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<tr>
<th>Step 1</th>
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**Position: Manager of Policing**

Salary Range - $47,000 - $51,000

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**Position: Court Services / Case Manager**

Salary Range - $41,000 - $45,000

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Position: Police Commission

Salary Range - $50.00 per month/per member

Position: Police

Salary Range - As set by Miawpukek Band and Police Department

Position: Community Crime Prevention Worker

Salary Range - $31,000 - $35,000

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Position: Court Liaison Worker

Salary Range - $31,000 - $35,000

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Position: Band Prosecutor

Salary Range - $36,000 - $40,000

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Position: Justice Committee

Salary Range - $50.00 per month/ per member
I. Position Title: Director of Justice

II. Summary Statement of Overall Purpose/Goal of Position: Under general supervision of the band manager and council, supervises and directs the Justice Department which includes responsibility for the justice needs of the community.

III. Essential Duties:

- Supervise and coordinate the work of Department of Justice, division heads, and staff.
- Prepare agendas and conduct various meetings, i.e., staff meetings, band meetings, annual assembly, public meetings.
- Develop and administer a program for employee performance evaluations.
- Develop, administer and coordinate training programs for the Justice Department and employees.
- Handle public inquiries on Department matters.
- Supervise the preparation and administration of department budget including time sheet sign-offs, budget requests, invoice handling, etc.
- Maintain a good working relationship with other service/community groups endeavor to achieve the support of the community as a whole.
- Oversee management of the Justice Department’s recruitment, testing, selection and hiring efforts.
- Foster and develop programs for the improvement of employee effectiveness, including training, safety, health and other human resource areas.
- Maintain operations and services standards by effective monitoring.
- Conduct performance reviews on relevant staff.

IV. Marginal Duties:

- Conduct performance reviews and evaluate on all Justice Department staff.
- Prepare written correspondence and verbal communication to various interests involved with the Justice Department.
- Perform other duties as necessary.

V. Qualifications:

Education: Degree of Law and/or public administration or equivalent.
Experience: Five years employment in related field, including two years of supervisory experience; may substitute up to one year additional education for required experience except supervisory experience.

Knowledge of: Principles of management, planning, purchasing, accounting, supervision and budgeting; band laws and principles; community customs, traditions and practices; local government operation and structures; general municipal government practices and procedures; strategic planning; annexation; principles of public relations; criminal justice system and its relevant legislation; community restorative justice and its applicability to Miawpukek.

Responsibility for: Band records dealing with confidential matter; great responsibility for the care, condition, and use of materials; supervision of all support staff in the Justice Department, making decisions that affect the community; advising in the implementation of relevant by laws; reviewing, revisiting and revamping the justice needs within Miawpukek.

Communication skills: Ability to professionally furnish and obtain information from other band departments; contact with other departments, requiring tact and judgement to avoid friction; constant contact with the public presenting data that may influence important decisions; frequent contact with other band staff requiring explanations and discussions; regular and frequent outside contact with persons to deal with and influence people; represent the band with decorum in a matter which promotes public confidence in the band, its officials and employees.

Tool, Machine, Equipment Operation: Frequent use of a personal computer, business calculator, printer, fax, telephone; regular use of the copy machine.

Analytical Ability: Communicate effectively verbally and in writing; follow verbal and written instructions; prioritize tasks; establish working relationships with employees and the public; organize; delegate and establish meaningful goals.

VI. Working Conditions: great mental effort is required daily; a good amount of pressure during an average work day; constant exposure to deadlines; regular attendance and evening work is necessary in this position.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. The Chief and Council reserves the right to change duties at any time.
Manager of Policing

I. Position Title: Manager of Policing

II. Summary Statement of Overall Purpose/Goal of Position: Under the supervision of the Director of Justice, the Manager of Policing performs various functions including the managing and directing of the Police and the Community Crime Prevention Worker.

III. Essential Duties:

- Supervise and coordinate the work of the Police Department.
- Ensure all departments work and cooperate well with each other.
- Adopt strategies for organization and policy changes.
- Ensure information, knowledge, skills, and abilities necessary for self-management are present at all departmental levels.
- Develop a minimum set of criteria that all employees must follow and obey.
- Develop more autonomous and participative practices.
- Evaluate selection and hiring criteria to determine the skills and attributes relevant to current policing.
- Establish training seminars representative of all levels of the department to identify the training needs of all personnel.
- Provide the Police Department with advice on a wide range of human resource issues such as employee relations, contract administration, training, grievance resolution, etc.
- Build a positive work environment for all employee's.
- Implement a performance appraisal at certain intervals during the year.
- Provide reports and liaison with the Police Commission.

IV. Marginal Duties:

- Perform other duties as assigned
- Miscellaneous office work

V. Qualifications:

Education: Degree from a recognized university and/or an equivalent combination of education and experience.

Experience: Five years police experience.
Knowledge of: Policing, Criminal laws and court rules; rules of proper verbal and written communication, supervision, planning and personnel; community policing and/or restorative justice.

Responsibility for: Dealing with confidential records, supervision of Police and Community Crime Prevention Worker, making decisions that affect the community for many years to come.

Communication Skills: Ability to communicate professionally and effectively with all band departments including the Justice Department staff; constant contact with the public presenting information released by the Justice Department; regular contact with other band staff requiring explanation and discussions; represent the band with decorum in a manner which promotes public confidence in the band, its officials and employees.

Tool, Machine, Equipment Operation: Frequent use of a personal computer, business calculator, printer, fax, telephone, regular use of the copy machine.

Analytical Ability: Communicate effectively verbally and in writing; follow verbal and written instructions; prioritize tasks; establish working relationships with employees and the public; organize; delegate and establish meaningful goals.

Working Conditions: great mental effort is required daily; constant exposure to deadlines; regular attendance and evening work is necessary in this position.

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Court Services/ Case Manager

I. Position Title: Court Services/ Case Manager

II. Summary Statement of Overall Purpose/ Goal of Position: Under the supervision of the Director of Justice, the Court Services/ Case Manager directs and supervises the Court Liaison Worker, the Band Prosecutor, and the Justice Committee. The Case Manager reviews all criminal cases and diverts them to the Justice Committee or to Provincial Court.

III. Essential Duties:

- Promotes easy access to timely and appropriate services.
- Ensure budgets and accounting principles are adhered to.
- Ensure that all employees are doing their jobs to the best of their ability in order to provide services to the community.
- Attend Manager meetings.
- Contribute to the development and improvement of the Justice Department.
- Ensures that employees are informed, provided options, and makes decisions as they are able.
- Promotes coordination of services through a multi-disciplinary team approach.
- Respects the importance of confidentiality with sharing information being client directed on a need to know basis only, with those directly involved with the client.
- Respects client dignity, privacy, responsibility, self-determination, and cultural values.
- To assist clients in selecting and utilizing appropriate resources, services, and opportunities.
- Adopt strategies for organization and policy changes.
- Foster and develop programs for the improvement of employee effectiveness, including training, safety, health, and other human resources areas.
- Supervise the work of Division staff members.
- Implore culturally sensitive methods in dealing with clients.

IV. Marginal Duties:

- Miscellaneous office work
- Perform other duties as assigned.
- Prepare written correspondence and verbal communication to various interests involved with Department issues.
- Conduct performance reviews on the Court Liaison worker, Band Prosecutor, and the Justice Department.

V. Qualifications:

**Education**: A degree from a recognized University and/or an equivalent of education and experience.

**Experience**: Five years experience required.

**Knowledge of**: Criminal laws and court rules; restorative justice; rules of proper verbal and written communication; management, supervision, planning and personnel.

**Responsibility for**: Client records dealing with confidential matter; supervision of all support staff, dealing with court personnel; case conferencing; diversion.

**Communication Skills**: Ability to communicate professionally and effectively with all band departments including the Justice Department staff; constant contact with the public presenting information released by the Justice Department; regular contact with other band staff requiring explanations and discussions; represent the band with decorum in a manner which promotes public confidence in the band, its officials and employees.

**Tool, Machine, Equipment Operation**: Frequent use of a personal computer, business calculator, printer, fax, telephone, regular use of the copy machine.

**Analytical Ability**: Communicate effectively verbally and in writing; follow verbal and written instructions; prioritize tasks; establish working relationships with employees and the public; organize; delegate and establish meaningful goals.

VI. Working Conditions: Great mental effort is required daily; constant exposure to deadlines; regular attendance and evening work is necessary in this position.

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Community Crime Prevention Worker

I. Position Title: Community Crime Prevention Worker.

II. Summary Statement of Overall Purpose/Goal of Position: Under the direction of the Director of Justice and the Manager of Policing, the Community Crime Prevention worker must initiate action and programs relative to Crime Prevention and Police Community Relations.

III. Essential Duties:

- Contribute to the development and improvement of the Justice Department.
- Initiate action and programs relative to Crime Prevention and Police Community Relations.
- Provide assistance and advice to personnel at the Police Department, relative to the noted programs and initiatives.
- Consult and maintain ongoing and close working relationships with the Police Commission, Justice Committee, youth groups, and other special interests groups.
- Promotes easy access to timely and appropriate services.
- Foster and develop programs for the improvement of Crime Prevention in Conne River.
- Develop and implement Crime Prevention policies.
- Ensure information, knowledge, skills, and abilities necessary for Crime Prevention are present at all department levels.
- Endeavor to achieve the support of the community as a whole.
- Promote the Crime Prevention Program through workshops, school visits, etc.
- Maintain a good working relationship with other service/community groups.

IV. Marginal Duties:

- Miscellaneous office work
- Respond to community members when they need help.
- Perform other duties as assigned.

V. Qualifications:

Education: Degree from a recognized University and/or Criminology certificate.

Experience: Two years experience in a related field.
**Knowledge**: Rules of proper verbal and written communication, restorative justice, community policing, community customs, traditions, and practices.

**Responsibility for**: Important client records dealing with confidential matter; dealing with the community and court personnel; implementing crime prevention programs in the community.

**Communication Skills**: Ability to communicate professionally and effectively with all band departments including the Justice Department staff; constant contact with the public presenting information released by the Justice Department; regular contact with other band staff requiring explanations and discussions; represent the band with decorum in a manner which promotes public confidence in the band, its officials and employees.

**Tool, Machine, Equipment Operation**: Frequent use of a personal computer, business calculator, printer, fax, telephone, regular use of the copy machine.

**Analytical Ability**: Communicate effectively verbally and in writing; follow verbal and written instructions; prioritize tasks; establish working relationships with employees and the public; organize; delegate and establish meaningful goals.

**VI. Working Conditions**: Great mental effort is required daily; a good amount of pressure during an average work day; constant exposure to deadlines; regular attendance and evening work is necessary in this position.

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Court Liason
Worker

I. Position Title: Court Liaison Worker

II. Summary Statement of Overall Purpose/Goal of Position: Under the supervision and the direction of the Court Services/Case Manager, the Court Liaison Worker serves as a liaison between the police, the courts, and the client. This worker ensures that the client understands the criminal justice system and restorative justice as well as the court procedures that they will face.

III. Essential Duties:

- Ensures that clients are informed, provided options, and makes decisions as they are able regarding the justice process.
- Respects the importance of confidentiality with sharing information being client directed on a need to know basis only, with those directly involved with the client.
- Respects client dignity, privacy, responsibility, self-determination, and cultural values.
- Foster and develop programs to ensure that clients understand the Justice system.
- Arrange and meet with the police when necessary.
- Attend Provincial Court or sentencing circles when necessary.
- To assist clients in selecting and utilizing appropriate resources, services, and opportunities.

IV. Marginal Duties:

- Miscellaneous office work
- Perform other duties as assigned

V. Qualifications:

Education: A degree from a recognized university and/or criminology certificate, and/or equivalent.

Experience: Two years experience required.

Knowledge of: Criminal laws and court rules, Policing; rules of proper verbal and written communication, restorative justice.
Responsibility for: Dealing with confidential records, ensuring that the client gets the necessary help, communicating with the client, police, and the court services.

Communication Skills: Ability to communicate professionally and effectively with all staff and band departments; constant contact with the court system, the public, the client, and the police; represent the band with decorum in a manner which promotes public confidence in the band, its officials and employees.

Tool, Machine, Equipment Operation: Frequent use of a personal computer, business calculator, printer, fax, telephone, regular use of the copy machine.

Analytical Ability: Communicate effectively verbally and in writing; follow verbal and written instructions; prioritize tasks; establish good working relationships with fellow staff members and the public; organize; and establish meaningful goals.

Working Conditions: Constant exposure to deadlines; public speaking; regular attendance and evening work is required; Communication with the general public and the court system. Dealing with confidential records and privacy issues.

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Miawpukek
Band Prosecutor

I. Position Title: Band Prosecutor

II. Summary Statement of Overall Purpose/Goal of Position: Under
the supervision of the Director of Justice, the prosecutor performs
prosecution functions which require the application of professional
judgement and skill.

III. Essential Duties:

- Performs prosecution functions for the Miawpukek Band.
- Performs legal research including extensive analysis of legal positions.
- Determines and applies legal principles and precedents to problems and issues.
- Researches and updates case laws and statutes.
- Prosecutes band by-laws infractions.
- Initiates and prosecutes actions including preparation of pleadings and briefs,
oral argument, trial, and plea bargain negotiations.
- May be assigned police legal advisor responsibilities.
- Develop and implement prosecution policy.
- Supervise any prosecution staff, coordinate scheduling of prosecutors under
contract (if necessary) to prosecute as independent contractors.

IV. Marginal Duties:

- Miscellaneous office work
- Response to field incidents law enforcement.
- Perform other duties as assigned

V. Qualifications:

Education: Legal training and/or equivalent combination of experience.

Experience: Five years of prosecution experience; three years of supervisory
experience preferred.

Knowledge of: Criminal laws and court rules; rules of proper verbal and written
communication; management, supervision, planning and personnel.
Responsibility for: Making decisions in matters of practical consequences or involving the welfare of lives and property; possible supervision of a staff of 1 or 2 employees.

Communication Skills: Ability to effectively counsel, persuade, and inform others, regarding band operations, policies and need under close scrutiny of the public, press, political interests, courts and other agencies of government; respond impromptu, examine witnesses effectively, and argue persuasively, often under hostile and stressful circumstances. Relate positively and professionally with legal counsel, judicial, administrative, and legislative officials, press representatives, co-workers, and members of the general public; exhibit patience and empathy with persons holding hostile or opposing views; maintain professional confidences; constructively and creatively solve problems and resolve disputes; represent the band with decorum in a manner which promotes public confidence in the band, its officials and employees.

Tool, Machine, Equipment Operation: Frequent computer use is required with ability to utilize prosecution and research and word processing software; occasional use of copier machine to copy legal documents.

Analytical Ability: Great initiative and ingenuity is necessary; collect and rapidly assimilate facts; organize, analyze, and retain familiarity with large numbers of complex court cases; research effectively and require and retain familiarity with sophisticated and rapidly changing principles of law and apply principles to complex factual situations.

VI. Working Conditions: Great pressure and fatigue are present in this position due to moderate exposure to stressful situations, overtime, and deadlines; constant attendance is required; work assignments are broad and performed with little supervision or checking.

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