

1. Position No. 34008, 81440, 81515, 81804	2. Descriptive Working Title LEGAL ADMINISTRATIVE ASSISTANT		3. Present Classification Excluded Support
4. Branch CORPORATE SERVICES	5. Department LENDING SERVICES	6. Work Location Telework Eligible	Date May 2018; Revised Aug 2021
7. Position No. of Supervisor 80035	8. Descriptive Work Title of Supervisor LEGAL ADMINISTRATION SUPERVISOR		9. Classification of Supervisor Excluded Support

### POSITION SUMMARY

Reporting to the Legal Administration Supervisor, the Legal Administrative Assistant is responsible for performing legal administration services relating to the financing and development of new housing units under various government-funded social housing programs. He/she/they has thorough understanding of Land Title practices regarding the preparation and registration of Land Title documents relating to purchase and sale transactions and commercial lending transactions, obtains and reviews various land related searches and corporate searches, prepares correspondence, and drafts simple contracts and various legal documents for review by external legal counsel or internal staff. The incumbent also provides legal administrative support services to internal staff and external counsel. The work requires knowledge of litigation procedures, basic corporate administration procedures and basic accounting.

### MAJOR RESPONSIBILITIES

#### 1. Performs legal services relating to the new and post development of housing units by:

- gathering information and drafting routine correspondence, memoranda, legal documents, documentation relating to corporate proceedings and corporate records, security instruments and contracts
- reviewing instructions regarding the acquisition and disposition of various properties, , gathering further information where required, conducting computerized searches in registries, ordering registration documents, preparing legal documents and ensuring all documents are complete and accurate
- instructing external counsel to register legal land title documents and resolving problems or discrepancies that may arise from registration or other activities relating to the legal processing of project files
- arranging for and attending to the execution of legal documents by Directors/Executives with legal counsel and coordinating distribution and return of legal documents to and from BC Housing staff and external parties
- reviewing legal documents and files from a paralegal perspective and from a BC Housing policy standpoint and requesting further information or documentation
- reviewing and coordinating documentation for the project files with BC Housing staff and external counsel and their staff
- advising external counsel of time sensitive documents, reminder items and status of project files and ensuring all deadlines are met
- relaying BC Housing's instructions/information to external counsel and issuing instructions as required

- acquiring and exchanging information concerning a wide variety of legal matters with internal and external sources
- updating databases with the various legal matters
- participating in internal stakeholder's Project Kick off meetings
- reviewing draft Excom submissions from a legal perspective and providing feedback to internal stakeholders
- ensuring legal documents and reports are reviewed and maintained in database

**2. Provides legal support to external counsel by:**

- coordinating documentation for new project files and reviewing with external counsel
- advising external counsel of BC Housing's policies and procedures with respect to project documentation and registration
- keeping external counsel informed of emerging issues, changes to project status and deadlines and ensuring urgent issues come to their attention
- ensuring applicable documents that arise before, during and after the project are provided to external counsel
- gathering and supplying information as requested by external counsel
- reviewing project files received from external counsel and noting any issues outstanding
- coordinating with external counsel and attending to monthly mortgage takeouts by gathering information, preparing and arranging for execution of Affordable Housing Agreement consent letters, arranging for the execution of the takeout documents and maintaining a reminder system for registered copies of documents

**4. Provides secretarial and administrative support to the Legal Administration by:**

- organizing and maintaining a variety of filing systems, ensuring confidential materials are stored in a secure manner
- handling sensitive material and information and ensuring that communications with external counsel and parties reflect the confidential nature of the information
- typing a wide variety of legal documents, letters and memoranda, including those of a confidential nature
- maintaining a reminder system for legal matters and following up with the External Counsel and BC Housing staff regarding deadlines
- processing monthly invoices
- coordinating the approval of external counsel's hourly rates and maintaining a central registry of approved rates
- suggesting revised or new policies and procedures that would increase the department's efficiency and productivity
- obtaining information from and providing information to other BC Housing staff regarding legal services
- reviewing various matters concerning workload and project requirements and following up on outstanding matters
- providing cross coverage in the absence of the Legal Administration Supervisor and team members

- reviewing payment claims for compliance

**5. Performs other related duties that do not affect the nature of the job, including conducting special studies, making presentations and participating in task force, project teams and committee work.**

## **ORGANIZATION:**

The Legal Administrative Assistant reports to the Legal Administration Supervisor.

No positions report to the Legal Administrative Assistant.

## **QUALIFICATIONS**

### **Education, Experience and Occupational Certification**

High school graduation plus successful completion of a legal secretary/paralegal course and courses in real estate which are prerequisites to the academic Legal Administrative Assistant Certificate.

Considerable Legal Assistant experience in real estate law.

Or an equivalent combination of education, training and experience acceptable to the Employer.

### **Knowledge, Skills and Abilities**

#### **Core Competencies:**

- Personal Effectiveness
- Communication
- Teamwork
- Results Oriented
- Service Oriented

Sound knowledge of Legal Administrative Assistant work practices and processes and the workings of a legal office

Sound knowledge of the documentation process in real property transactions

Sound knowledge and understanding of BC Land Title office registration requirements

Sound knowledge and understanding of BC's Corporations Act and Societies Act

Working knowledge of matters related to commercial lending transactions, including acquisition loans and construction financing, and land development matters

Some knowledge of litigation processes

Ability to learn the Legal Administration Department's policies and the Commission's mandate and programs

Ability to handle both residential and commercial conveyances and financing and to process transactions from start to finish

Ability to deal with the BC Land Title registration system, land title agents and lending institutions and with the Corporate Registry and Personal Property Security Act Registry

Ability to set up conveyance filing and administrative systems

Ability to research and analyze legal issues, provide opinion regarding the application of policies and standards, and draft correspondence, legal documents and agreements

Ability to manage complex administrative tasks, prioritize large volumes of work, work under pressure, meet deadlines and exercise good judgment in dealing with matters of a confidential nature

Ability to exercise discretion, tact, diplomacy and good judgment

Excellent oral and written communication skills, with solid command of English grammar, punctuation and spelling; proficiency in the use of legal terms

Strong communication skills, including the ability to communicate in a professional, mature and courteous manner with internal stakeholders and external counsel

Proficiency in the use of word processing, database and spreadsheet software and ability to type at a minimum of 50 wpm.