

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position
05-10141	Legal Registries Officer	Deputy Registrar (05-03340)

Department	Division/Region	Community	Location
Justice	Legal Registries	Iqaluit	4 th floor, Building 1106

Fin. Code: 05700-01-1-111-0550000-01-????

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>The Legal Registries Officer is an important member of the team administering the Corporate, Land Titles, Personal Property, Co-operatives, Societies and Securities Registries. The officer applies directly applicable legislation such as the <i>Business Corporations Act</i>, <i>Societies Act</i>, <i>Partnership Act</i>, <i>Securities Act</i>, <i>the Personal Property Security Act</i>, <i>Land Titles Act</i> and <i>Co-operative Associations Act</i> to the variety of submissions in the various registries. A host of other Territorial and Federal legislation also has directly apply.</p> <p>Enforcement and application of these laws are an integral part of efficiently administering the six branches within the Legal Registries Division – Land Titles, Personal Property Security, Societies, Business Corporations, Co-operatives and Securities.</p>
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3. SCOPE

<p>Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets. What is the magnitude of that impact.</p> <p>The Legal Registries Officer has a key impact on the internal efficiencies of all branches of the division and works with the Deputy Registrar (DR) and the Senior Legal Registries Specialist to ensure the goals of the division are met.</p> <p>His/her external contact with clients involves communications with a host of professionals composed of Lawyers, Bankers, Financial Professionals, Investors, other Securities Commissions, other Government organizations, businesses and occasionally the general public.</p> <p>The impact of a single substantial error ranges from serious injury to the reputation of the jurisdiction (Government of Nunavut) to potential multi-million dollar liability for the Government of Nunavut. In that context it must be remembered that the Legal Registries Division, in its various branches, is part of the national processing of approximately \$6,000,000,000 in daily securities trading clearances, insures fully over \$4,000,000,000 of Nunavut land under the Land Titles Assurance fund, as well as processes over \$65,000,000 of mortgages yearly (and growing).</p> <p>The successful completion of all processes contributes to the yearly revenues of the Legal Registries Division, being approximately \$2,600,000.</p> <p>The Legal Registries Officer is responsible for working within various databases to provide a variety of business professionals with information as requested.</p>

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

Under the direction of and reporting to the Deputy Registrar, and under the mentorship of the Senior Legal Registries Specialist, the Legal Registries Officer performs a wide range of functions in administering the various divisional branches. They include, but are not limited to:

Corporate, Co-operative and Societies Registry:

- reviewing submissions, including incorporations of Nunavut businesses and registrations of foreign corporations, partnerships and sole proprietorships
- appropriately streaming accepted registration within the Nunavut corporations database
- reviewing submitted corporate charter documentation from a variety of jurisdictions to determine registerability pursuant to Nunavut corporate laws

Securities Registry:

- overseeing annual renewals and registrations of Dealing Representatives, Advising Representatives, Chief Compliance Officers, Investment Dealers, Mutual Fund Dealers, Scholarship Dealers, Exempt Market Dealers, Portfolio Managers and Investment Fund Managers, and identifying any deficiencies, requesting corrections, conducting appropriate criminal record checks and confirming the applicants qualifications prerequisites
- maintaining an up-to-date list of reporting issuers within Nunavut (approximately 4,400)
- reviewing, and granting, where applicable, all exemption applications under securities laws
- monitoring and utilizing the four major, nationally regulated securities systems. They are:
 1. receiving, reviewing, recording and monitoring electronic filing of prospectuses, disclosure material and all related filings by public companies, mutual funds, etc. using national System For Electronic Document Analysis and Retrieval (SEDAR)
 2. monitoring all firm and individual registrants under the National Registration Database (NRD)
 3. filing and viewing insider reports with reports where necessary under the System for Electronic Disclosure by Insiders (SEDI)
 4. consulting CTO (Cease Trade Order) database to reduce risk of individual or firm continued operations within jurisdiction

Land Titles

- assessing documents submitted by various professionals across Canada involving a variety of applicable legislation (see Section 2) in order to ensure validity of registration
- working with the DR and the Senior Legal Registries Specialist to meet the Land Titles Office's two-day standard turnaround time
- manipulating data in within the Land Titles Office's specialized electronic systems
- communicating with all client law firms

Personal Property and Security

- developing familiarity in accessing the electronic ACOL (Atlantic Canada Online) system, run by Unisys, operated by the Atlantic Provinces, Northwest Territories and Nunavut
- keeping abreast of all managerial decisions made by the ACOL board, of which a Deputy Director is a voting member

Statistical Reporting and Financial Control

Under the direction of the DR, the Legal Registries Officer:

- tracks and summarizes all the daily transactional revenue for over-the-counter operations and submissions from outside professionals

The Legal Registries Officer may also be asked to perform other divisional-related tasks by the Deputy Director and the Deputy Registrar.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviours and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

The Legal Registries Officer must possess:

- problem solving abilities related to applicable statutes, regulations and related legal terminology (see Section 2, above);
- specific knowledge of parts of all legislation enforced within the Legal Registries Division
- research, analysis, synthesis and problem-solving skills are required
- organizational and time management skills;
- interpersonal skills and diplomacy in dealing with the general public;
- ability to communicate effectively with lawyers, Federal, Provincial, Territorial and Municipal government employees, Crown Agencies and Securities Commissions, all of which form the greater part of Legal Registries clientele
- the ability to communicate effectively in English or French, preferably both is an asset
- competent mathematics skills (at a Grade 12 or college education level);
- an ability to communicate effectively in Inuktitut or Inuinnaqtun is an asset, but not essential;
- the ability to exercise judgement with minimal supervision
- the ability to recognize unique situations and deal with them appropriately;
- superior work ethic that includes professionalism in the workplace
- the ability to work well under pressure, time deadlines, and stressful situations;

The “minimum” qualifications are:

- college diploma in Commerce, Business, Accounting, or a related field
- two (2) years of progressive experience in a corporate, land or securities **regulatory** environment

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

Most of the Legal Registry Officer's time is spent sitting with frequent opportunities to move about (daily, 7.5 hours, medium intensity).

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

The Legal Registries Officer works in a pleasant office environment, however, they may be faced with constant interruptions and must be available for communication and consultation with others.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgements to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

Concentration and meticulous attention to detail in reviewing and processing a high volume of submissions (daily, often, high intensity).

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

Concentrated and meticulous attention to detail and accuracy (daily, high intensity)

Communicating with professionals orally and through writing (numerous times per day/week, high intensity)

Managing an ever-increasing workload to meet tight registration deadlines (consistently, high intensity)

ADDITIONAL REQUIREMENTS

Position Security

No criminal records check required

Position of Trust – criminal records check required

Highly sensitive position – requires verification of identity and a criminal records check

7. CERTIFICATION

_____ Employee Signature	Deputy Registrar (05-03340) _____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date:	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Deputy Head Signature	
_____ Date I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.