

## Office of the Counsel to the Chair - Administrative Assistant to the Counsel to the Chair

<b>Organization:</b>	Workplace Safety and Insurance Appeals Tribunal
<b>City:</b>	Toronto, ON
<b>Job Term:</b>	1 Permanent
<b>Job Code:</b>	Office Administration 10
<b>Salary Range:</b>	\$26.89-\$31.65 per hour
<b>Posting Status:</b>	Open

The Workplace Safety and Insurance Appeals Tribunal (WSIAT) is a highly specialized adjudicative tribunal that hears appeals of final decisions of the Workplace Safety and Insurance Board. The WSIAT is currently seeking a highly motivated, experienced administrative professional to join the team as an Administrative Assistant to the Counsel to the Chair. In this role you will provide legal administrative support to the Counsel to the Chair, and Office of the Counsel to the Chair (OCC) within the Workplace Safety and Insurance Appeals Tribunal. The salary range for this position will be \$26.89-\$31.65 per hour.

### What can I expect to do in this role?

Under the supervision of the Counsel to the Chair, the Administrative Assistant duties are as follows:

- co-ordinating and prioritizing the correspondence, and other legal documents received in the OCC and Chair's office for signature, ensuring all relevant attachments or background materials are present and maintaining a bring forward system to ensure timely response;
- preparing Reconsideration Records for complex reconsiderations for approval in accordance with established formats;
- transcribing and preparing, from written or oral direction, or hand written materials, a large variety of complicated/involved letters, memoranda, reports, documents, etc. which contain a variety of medical and legal terminology, much of which will be highly confidential in nature, on available Microsoft Office word processing and spreadsheet software;
- proof reading and correcting completed work for accuracy of spelling, format and grammar ensuring it conforms with established legal and Tribunal practices and procedures, forwarding for signature;
- explains orally or in writing specific detailed matters to other parties such as the required legal and Tribunal practices required when submitting correspondence to the OCC for approval;
- co-ordinating *Freedom of Information and Protection of Privacy Act* (FIPPA) requests and appeals received by the Counsel, upon delegation to staff lawyer or according to instructions; tracking all activities to ensure that the 30 day deadline is met, that all required submissions, supporting evidence/materials and letters are present, complete and in proper format prior to mailing;
- maintaining and updating the Counsel's schedule/diary, maintaining an awareness of availability at all times;
- monitoring the progress of assigned tasks within the department, advising as to delays or difficulties; following-up on status of each case for any action to be taken; liaising with other Tribunal Departments.

Maintains and updates case information on Reconsideration requests and post-decision matters on the custom-designed traclT system by:

- understanding and manipulating the database system, locating and retrieving information,

- executing queries in order to process, assign roles and enter case status;
- updating both system and hardcopy files as changes in status occur, ensuring a high degree of accuracy, logging draft reviews; noting action to be taken on the file or other entries, distributing draft reviews and ensuring their return;
- closing files on disposition of the case(s) according to established procedures.

Supports the work of the unit, by:

- photocopying a variety of materials, preparing labels for correspondence and mailings, checking correspondence for appropriate contacts and addresses, ordering supplies, preparing and distributing meeting agendas, scheduling meetings; maintaining the on call and vacation schedules and being aware of the schedules of all OCC staff members;
- editing slides, Power Point presentations, the legal training manual and other training materials used in the orientation of new Order-in-Council appointees (OICs), as well as similar materials for continuing professional education programs;
- composing complex correspondence requiring conceptualization and expression in writing of general oral/written instructions; passing final documents to originator for signature or signing on their behalf;
- responding to phone calls or written inquiries from the parties or their representatives, WSIB and the public, forwarding on or taking messages as required;
- filing materials appropriately for easy retrieval and in accordance with established protocols;
- liaising with other Departments, maintaining a general awareness of OIC availability;
- providing other related assistance as required.

#### **Knowledge and Experience:**

- Knowledge of the Tribunal's Practice Directions, its Appeal Procedures, of the *Workplace Safety and Insurance Act, 1997* and related regulations with its predecessor legislation.
- Knowledge of Board policies and practice to apply to own work and to deal effectively with detailed queries from internal and external sources on behalf of the Counsel to the Chair's Office.
- General knowledge of the rules of natural justice and procedural fairness, with working knowledge of legal and medical terminology.
- Knowledge is required of the formats, practices and methodologies relating to the processing of legal case files and of electronic and hard copy filing.
- Knowledge of specialized methods and practices required to perform very involved work tasks required in coordinating the flow of correspondence into and out of the Office of the Counsel to the Chair, dealing with the Chair's Office on correspondence, and flagging critical items for the Counsel to the Chair.
- Knowledge of specialized methods and procedures such as those used in obtaining legal and case information from elsewhere in the Tribunal to meet the requests of the Counsel to the Chair.
- Excellent knowledge is required of current office technologies and equipment, of sophisticated legal database software in order to update, manipulate and track information, and of Microsoft Office word processing, presentation, and spreadsheet software.

#### **Communication and Interpersonal Skills:**

- Strong interpersonal and oral/written communication skills, to respond to inquiries on the deposition of cases and to interact with internal and external clients, the general public and parties to the Appeal.
- Demonstrated experience and proficiency in a responsible administrative support position

within a legal environment is required, combined with the ability to work independently with initiative, under general guidance

- Ability to exercise good judgment, tact and discretion in the office while working with confidential and time sensitive materials
- Composes correspondence and reports which require the conceptualization and expression of general instructions received from the Counsel to the Chair
- Typing, word processing and dicta skills are performed at the Tribunal's required levels
- Excellent written English grammar and spelling skills

**Organizational and Analytical Skills:**

- Excellent organizational skills, time management skills and judgment to meet deadlines
- Ability to work effectively and prioritize work efficiently while under pressure of strict timeframes
- Ability to determine confidentiality of privileged information

**Additional Information:**

**Address:** 1 permanent, 505 University Avenue, Toronto  
**Compensation Group:** OAD10, Excluded  
**Posted on:** March 14, 2023

For **INTERNAL** candidates, please follow these directions:

1. Please log onto your ADP account and select Myself>Talent>Career Centre.
2. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, please show how you demonstrated the requirements for this job. We rely on the information you provide to us.
3. If you require accommodation for a disability during any stage of the recruitment process, please notify us at [Recruitment@wst.gov.on.ca](mailto:Recruitment@wst.gov.on.ca). Recruitment staff will contact you within 48 hours.

For **EXTERNAL** candidates, please follow these directions:

1. Please submit your resume and cover letter through our online [WSIAT Career Centre](#)
2. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, please show how you demonstrated the requirements for this job.
3. If you require accommodation for a disability during any stage of the recruitment process, please notify us at [Recruitment@wst.gov.on.ca](mailto:Recruitment@wst.gov.on.ca). Recruitment staff will contact you within 48 hours.

**Remember:** The deadline to apply is March 28, 2023 11:59 pm EDT. Late applications will not be accepted. We thank you for your interest. Only those selected for further screening or an interview will be contacted.

**The Workplace Safety and Insurance Appeals Tribunal is an inclusive employer.  
Accommodation is available under the Ontario Human Rights Code.**