



Legal Careers



ēducaloi

INFORMATION EMPOWERS

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***I want to
protect citizens!***



Police Officer

Protect - Prevent
Maintain Order

EDUCATION

CEGEP

JOB PROSPECTS

Good

(except in Abitibi-Témiscamingue,
Côte-Nord and Nord-du-Québec)



ROLE



Police officers are very important to society:

- **Protect** the public and **prevent** crimes.
- **Arrest** offenders.
- **Write** police reports.
- **Gather** evidence for investigations.

Police officers must **respect people's rights**, especially during an arrest, and **support the community**.



DUTIES



Most police officers **start off as patrol officers** with these **main duties**:

- **Respond to emergencies**, such as 911 calls.
- **Give tickets** and **arrest suspects**.
- **Write reports**.
- **Be visible to the community** (e.g., do frequent car patrols).
- **Raise public awareness of obeying the law**.
- **Build ties with the community**, for example, in schools.

With experience, they can **become investigators** or take on other roles.

• • •

TRAINING



General requirements

- Diploma of College Studies (DEC) in police technology - three years
 - Training at the École nationale de police du Québec (Quebec police academy) - 15 weeks
- or
- Vocational CEGEP diploma or a university degree in criminology, computer science, etc.
 - Attestation of College Studies (ACS) - 30 weeks
 - Job offer from a police department
 - Training at the École nationale de la police (15 weeks)

Program exclusively for Indigenous students

- Attestation of College Studies (ACS) in police technology - about one year
 - English program at Collège Ellis in Drummondville
 - French program at Collège d'Alma
- Job offer from a police department
- Training at the École nationale de police du Québec - 15 weeks
 - They offer “native police training” focusing on the social issues and needs of Indigenous communities.

Important! To get into the École nationale de police, you must also

- pass physical and psychological tests, and
- hold a class 4A driver's licence (emergency vehicles).

Tuition and scholarships

Fees can be higher for CEGEP and ENPQ programs for Indigenous communities.



Indigenous students can get help to pay for their studies. See **Financial Aid** to learn more.

SALARY



The salary of police officers depends on their seniority and responsibilities. For example, in 2017, a police officer working for the Sûreté du Québec (provincial police force) earned between \$40,000 and \$76,000 a year.

The salaries of officers working for Indigenous police forces depend on the community they work in.

SKILLS

- **Ability to handle stress and make good decisions quickly** in dangerous situations
- **Perseverance.** Real-life investigations take much longer than in a 60-minute television show!

Special skills for Indigenous communities:

- **Independence.** You must be able to work well alone because police departments are smaller in Indigenous communities.
- **Ability to control emotions.** Being close to the community is rewarding but can make the work more difficult.

ENVIRONMENT

Patrol officers work mostly with the public, away from police stations. Investigators and senior police officers work mostly at the station.

In Indigenous communities, police officers work for

- an Indigenous police force under the authority of the band council, or
- the Sûreté du Québec (provincial police), which supports Indigenous police forces or acts as the police force in some communities.

Police officers can also work for a municipal police force, such as the SPVM in Montreal, the Sûreté du Québec (SQ) or the Royal Canadian Mounted Police (RCMP).

LEARN MORE

- Information sur le marché du travail (job market information)
- RCMP police officer careers
- Sûreté du Québec (provincial police force) website (French only) has
 - hiring information and
 - a test to see if you have what it takes to be a police officer.

I want to protect citizens!

Police Officer



Correctional Officer

Supervise - Guard
Maintain Order

EDUCATION

High school or CEGEP depending on the employer

PERSPECTIVES D'EMPLOI

Good

(except in Côte-Nord and Nord-du-Québec)

ROLE




Prison is a **tough environment**. Correctional officers must deal with tense situations.

Correctional officers **supervise prisoners and maintain order**. They also help plan for prisoners' **return to the community**.

Correctional officers patrol prisons. They conduct searches and must sometimes use physical force and arrest people. **Communication** is their most important tool.

DUTIES

- 
- **Maintain order** and guard prisoners
 - **Ensure rules are obeyed**, using physical or verbal force if necessary
 - **Accompany** prisoners to the hospital or to court
 - **Evaluate** prisoners' records

TRAINING



To work for the Quebec government:

- High school diploma
- At least two extra years of studies in a related field, e.g.:
 - CEGEP Correctional intervention program
 - delinquency or social intervention program
- Pass a written test, a medical exam and a criminal record check

To work for the federal government

- High school diploma
- Certificate in standard first aid and CPR
- Class 4A driver's licence for emergency vehicles
- Pass written tests, go for an interview, have your fingerprints taken, complete a medical questionnaire and agree in writing to a background check

Indigenous students can get help to pay for their studies. See **Financial Aid** to learn more.



SALARY



Correctional officers work for the government. Their salaries are fixed by their union contract.

Correctional officers working for the **Quebec government** earn \$48,000 to \$61,000 a year.

Those working for the **federal government** earn \$55,000 to \$75,000 a year.

SKILLS



- **Adapt easily** to different situations
- **Good judgement**
- **Good with people**
- **Control emotions**
- **Be firm**

ENVIRONMENT



Correctional officers work for the federal and provincial government, usually in a **prison**.

They **sometimes work outside the prison**, for example, when they take prisoners to court or the the hospital.

LEARN MORE



- Correctional Service Canada
- Heading for Success.
- The television show *Le droit de savoir* featured correctional officers in one of its episodes (French only).

I want to protect citizens!

Correctional Officer





*I want to go
into politics!*





Band Councillor and Band Chief

Decide - Communicate
Represent

EDUCATION

No special training

JOB PROSPECTS

Limited



ROLE



Each community is run by a band council.

The band council is made up of councillors. They decide issues affecting the community.

The **band chief** is head of the band council and represents the community in its relationships with governments and other First Nations.

Important! Other traditional institutions have an important political role in some communities (e.g., longhouses). Contact your community's representatives to learn how to get involved.

DUTIES



- **Manage** the community's health and social service programs.
- **Develop and carry out community projects.**
- **Make bylaws** on issues affecting the community, such as wildlife protection and the health and residence of band members.
- **Represent the community** in its relationships with government.

TRAINING



There is no specific training for becoming a band chief or councillor. They must be elected according to band custom.

Band chiefs are elected for a few years at a time and must be re-elected to continue serving.

SALARY



Band chiefs earned \$33,000 to \$138,000 in 2017, depending on the territory they covered and the Indigenous nation they represent.

Councillors' salaries can be \$4,200 to \$104,000 a year, depending on the band. Councillors holding positions on the council can earn more.

SKILLS



- Interest in Indigenous **political and cultural issues**
- **Excellent interpersonal skills** to earn the community's trust
- **Good communication skills**
- **Strong writing skills**
- **Ability to handle pressure and stress**

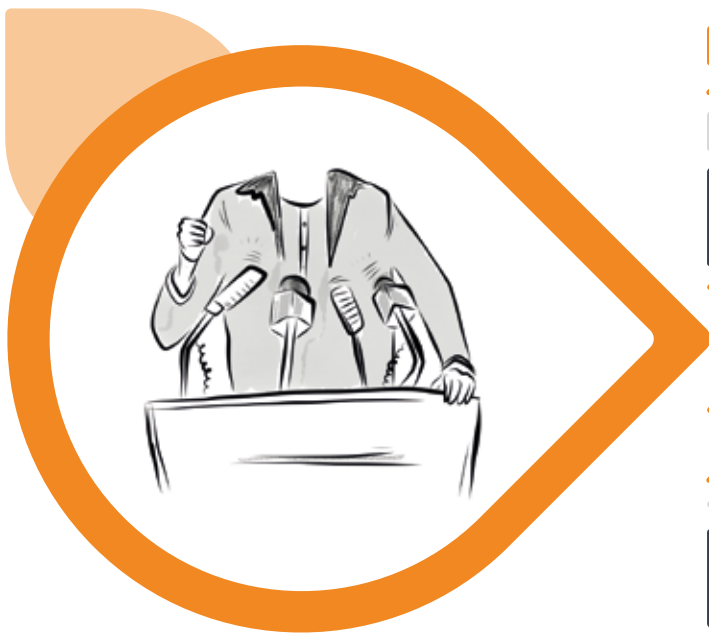
ENVIRONMENT



Band chiefs and band councillors work in their community's offices. There can be a lot of pressure from the community and they must be available after office hours.

Band chiefs sometimes travel outside their communities.





Member of the National Assembly / Member of Parliament

Debate - Communicate
Cooperate

EDUCATION

No special training

JOB PROSPECTS

Limited



ROLE



Members of the national assembly (MNAs) and members of parliament (MPs) debate various issues and vote on new laws. They represent the people of their ridings in government and protect their interests.

MNAs are elected to the provincial government, and MPs to the federal government. Candidates usually run for office in the government responsible for issues they are interested in. They usually belong to a political party, but they can also be independent.

Some are appointed as ministers responsible for specific matters, such as Indigenous affairs, health or education.

DUTIES



- **Study, analyse and vote on** proposed laws.
- **Watch over the government's actions**, for example, by asking questions during parliamentary debates.
- **Represent the government** at regional, national and international meetings and conferences.
- **Defend the interests of people they represent** in government.

TRAINING



MPs and MNAs don't need special training. But they must meet some requirements to run for office.

To win an election, candidates must convince voters that they are the best ones to represent them. Their professional experience and community involvement can help.

Requirements for MPs:

- Canadian citizen
- at least 18 years old

Additional requirements for MNAs:

- Quebec resident for at least six months
- not under curatorship
- allowed to vote

The job is not guaranteed for life. Elections are held at least every five years, and they must be re-elected to keep their positions.

SALARY



In 2023, the base salary of MNAs was about \$132,000. They can earn more depending on their responsibilities and position in Quebec's National Assembly, for example, a minister.

In 2023, the base salary of MPs was \$172,000. They can earn more depending on their responsibilities and position in the House of Commons, for example, a minister or leader of the opposition.

SKILLS



- **Communicate effectively in public** and be comfortable speaking to journalists.
- **Community and political involvement.**
- **Good interpersonal skills.** They must earn the public's trust.
- **Team player.** They must work with other MNAs or MPs.

ENVIRONMENT



MNAs work at Quebec's National Assembly in Quebec City. When the National Assembly is not in session, they work in their riding offices, dealing with the concerns of the people they represent.

MPs work at the House of Commons in Ottawa. They also have riding offices and are intermediaries between government and the people in their ridings.

They work very long hours, sometimes on weekends.

LEARN MORE



- Guide to the Canadian House of Commons
- Par ici la démocratie (French only)

I want to go into politics!

*Member of the National Assembly /
Member of Parliament*





*I want to
help people!*





Social Worker

Understand - Advise
Support

EDUCATION


University

JOB PROSPECTS

Good



ROLE




Social workers help people with difficult life problems, such as family violence, poverty or loss of independence. Social workers help them find solutions.

Some social workers specialize in **youth protection**. They work with families when a child's development or safety is at risk.

Social workers can specialize in other areas, such as working with the **elderly** or **victims of abuse**.

Some **social workers also act as family mediators**. When parents separate or divorce, they help them find solutions that work for them and their children.

DUTIES

- 
- **Meet with people**, alone or in groups, to decide on the services they need.
 - **Advise** and **help people learn how to solve their problems**.
 - **Develop programs** to help people.
 - Act as **family mediators**.

TRAINING

Bachelor's or **master's** degree in social work or social services. Several Quebec universities offer these programs.

To be a social worker, you must be a member of the Ordre des travailleurs sociaux et des thérapeutes conjugaux et familiaux du Québec or OTSTCFQ, (Quebec's professional association of social workers).

People who have a CEGEP diploma in social service can't call themselves "social workers." But they can do similar work.



Indigenous students can get help to pay for their studies. See **Financial Aid** to learn more.

SALARY

The salary of social workers depends on their experience and where they work. In 2017, it was about \$22 to \$41 an hour.

SKILLS

- **Resourceful**
- **Listens and communicates well.** You must be able to understand people's problems and suggest solutions.
- **Open to others, respects their values** and doesn't judge
- **Able to defend people's rights**

ENVIRONMENT

Social workers work in community centres, health centres, shelters, youth centres, prisons and schools.

LEARN MORE

- Information sur le marché du travail (job market information)
- Ordre des travailleurs sociaux et thérapeutes conjugaux et familiaux du Québec or OTSTCFQ (Quebec's professional association of social workers) (French only)



Addictions Worker

Counsel - Help
Understand

EDUCATION

CEGEP or University

JOB PROSPECTS

Good

ROLE

Addictions workers help people with addiction problems (alcohol, drugs, gambling, etc.) recognize and overcome their addictions.

DUTIES

- **Evaluate** clients' strengths, weaknesses and level of addiction.
- **Lead group therapy** sessions.
- **Give information sessions.**
- **Help people** with addiction problems return to the community.
- **Organize prevention activities.**

SKILLS

- **Wants to help** others
- **Open-minded**
- **Good organization** skills
- **Excellent communication and listening** skills
- **Good analytical and reasoning** skills

TRAINING

There is no special training for addictions workers, but **training in counselling** is useful. Employers often require one of these diplomas:

- University degree (bachelor's, master's or Ph.D.) in special education, criminology, psychoeducation, psychology, educational counselling or social work, sexuality studies, sociology, nursing or addiction studies
- Undergraduate certificate in addiction studies
- CEGEP diploma (DEC) in nursing, special care counselling, social service or correctional intervention



Indigenous students can get help to pay for their studies. See **Financial Aid** to learn more.

SALARY

In 2017, addictions workers earned about \$35,000 a year, depending on seniority and experience.

ENVIRONMENT

Addictions workers work in rehabilitation centres, community organizations, youth centres, hospitals, schools, etc.

They work alone or with a team of health-care or social-service professionals.

They can work normal hours or on evenings or weekends, depending on their jobs. Sometimes they must travel.

Their work can be emotionally difficult.

LEARN MORE

- Information sur le marché du travail (job market information)
- Association des intervenants en dépendance du Québec (association of addictions workers) (French only)





Probation Officer or Parole Officer

Help - Supervise - Evaluate

EDUCATION

University

JOB PROSPECTS

Good




ROLE



Probation officers and parole officers work with people found guilty of a crime (offenders).

Probation officers work for the provincial government, and parole officers work for the federal government.

DUTIES

- 
- **Meet with offenders** to help them return safely to the community.
 - **Prepare intervention plans** to help offenders find housing, recover from addiction and take responsibility for themselves.
 - **Evaluate offenders and write reports.**
 - **Supervise** offenders to ensure they obey their parole or probation conditions, such as a curfew, not contacting the victim or not drinking.
 - **Keep track** of offenders.

TRAINING

Bachelor's degree in a field such as

- criminology
- psychology or psychoeducation
- social work or social services
- guidance or educational counselling
- sexuality studies

You must pass a **selection process** and then follow a **training program** given by the correctional services department that selected you.



Indigenous students can get help to pay for their studies. See **Financial Aid** to learn more.

SALARY

In 2017, probation officer earned \$40,000 to \$74,000 a year.

In 2017, parole officer earned \$58,000 to \$81,000 a year.

SKILLS

- **Excellent people skills.** You must earn offenders' trust and respect.
- **Be firm** even when bullied or challenged.
- **Be open-minded.**

ENVIRONMENT

Parole officers and probation officers work in prisons or courthouses. They work closely with correctional officers, social workers and other professionals.

LEARN MORE

- Government of Canada
- Information sur le marché du travail (job market information)



Indigenous Offender Support Officers

Help - Cooperate - Support


EDUCATION

University degree or relevant training or experience

JOB PROSPECTS

Limited but mostly reserved for Indigenous people. Don't overlook this career!

ROLE



Indigenous offender support officers help Indigenous people while in prison and after their release. They help offenders establish contact with their communities and support them according to Indigenous culture.

CAREERS



• INDIGENOUS LIAISON OFFICER

Role: Help Indigenous people individually

Duties:

- Act as a **bridge** between prison staff, Indigenous offenders and their communities
- Ensure **access** to Indigenous culture and spiritual services
- Work with **each offender to explain rules** in prison and upon release

Environment: Prison and the community

Salary: \$54,000 to \$71,000, in 2017

• **INDIGENOUS CORRECTIONAL PROGRAM FACILITATOR**

Role: Help Indigenous people in groups

Duties:

- Hold **group classes** for offenders to prevent new offences
- **Support** them in the healing process
- **Assess** each offender's progress
- Ensure access to **Indigenous culture and spiritual services**

Environment: Prison or the community

Salary: \$61,000 to \$82,000, in 2017

• **INDIGENOUS COMMUNITY DEVELOPMENT OFFICER**

Role: Help Indigenous people return to the community after prison

Duties:

- Develop **release plans** with offenders and their communities
- Create a **support system** in the community to welcome offenders after prison

Environment: Prison and the community

Salary: \$61,000 to \$82,000, in 2017

• **INDIGENOUS COMMUNITY LIAISON OFFICER**

Role: Help Indigenous people after prison

Duties:

- **Support** offenders returning to their communities
- **Help** them identify their needs and find resources
- Act as a **bridge** between prison and their communities
- **Work with elders** to organize ceremonies and cultural activities

Environment: Indigenous community

Salaire: \$54,000 to \$71,000, in 2017

TRAINING



University degree in a relevant field or related training and experience



Indigenous students can get help to pay for their studies. See **Financial Aid** to learn more.

SKILLS



- **Good interpersonal skills**, able to encourage offenders to help themselves return to the community
- **Be open-minded and respectful** of offenders no matter what their crimes
- **Good listening and communication skills**
- **Be firm**, even when bullied or challenged

LEARN MORE



Correctional Service Canada

I want to help people!

Indigenous Offender Support Officers






Courtworker

Help - Support
Inform

EDUCATION
High school


PERSPECTIVES D'EMPLOI
Limited

ROLE




Courtworkers help Indigenous people who are accused of a crime, are victims or are witnesses. Courtworkers help them understand the justice system and support them throughout the court process.

DUTIES

- 
- **Support Indigenous people** by explaining their rights, their responsibilities and the court process.
 - **Ensure they are treated fairly.**
 - **Inform legal professionals** about Indigenous customs and values when someone is accused of a crime.
 - **Write reports** to help judges decide the punishment for Indigenous people found guilty of a crime.

SKILLS

- 
- **Good listening skills**
 - **Interest in human rights.**
 - **Want to help** Indigenous people deal with the justice system
 - **Dynamic and able to work independently.** Courtworkers usually handle files by themselves.

• • •

TRAINING



Usually a high school diploma. Training in a related field is useful.

Courtworkers must be Indigenous and speak at least one Indigenous language.



Indigenous students can get help to pay for their studies. See **Financial Aid** to learn more.

ENVIRONMENT



Courtworkers accompany clients to court and sometimes meet them in other places.

In Quebec, they don't work for the government but are hired by the Native Para-Judicial Services of Quebec (NPJSQ), a non-profit organization.

Courtworkers can be responsible for several regions, so they might have to travel.

They have flexible work hours and sometimes must work evenings and weekends.

SALARY



In 2017, courtworkers earned \$18 to \$22 an hour, depending on their experience.

LEARN MORE



- Native Para-Judicial Services of Quebec (NPJSQ)





***I want to work in
the justice system!***



Notary

Advise - Write
Mediate

EDUCATION

University

JOB PROSPECTS

Good

ROLE

Notaries are **legal professionals** who **help clients at important times in their lives**: getting married, buying property, starting a business, looking after financial matters, death, etc.

But unlike lawyers, they can't represent clients in court in cases where one side is challenging another.

Notaries can be **mediators** to help people solve problems out of court, for example, during a divorce or when neighbours can't agree about a fence.

DUTIES

- **Give legal advice.**
- **Write important documents** such as wills, marriage contracts and mortgages.
- **Ensure transactions involving large sums of money are done properly** (e.g., when selling a house).
- **Represent clients in court**, if they aren't challenging one another.

TRAINING



- Bachelor's degree in Law
- Master's in Notarial Law
- Professional training at the Chambre des notaires du Québec (Quebec's professional association of notaries)

They must then be **admitted to the Chambre des notaires du Québec**.



Indigenous students can get help to pay for their studies. See **Financial Aid** to learn more.

SALARY



In 2017, notaries earned **\$30,000 to over \$100,000 a year**, depending on the hours they worked, the fees they charge and whether they are employees, partners in a firm or self-employed.

They can earn more as they gain experience and get more clients.

SKILLS



- Good written and oral **communication skills**
- Good **listening skills**
- Ability **to be neutral**
- **Analytical skills**

ENVIRONMENT



Notaries usually work in an office, alone, with other notaries or in companies. Sometimes, they leave their offices to **meet clients** or go to court.

They usually **work at least 40 hours a week**, sometimes in the evenings and on weekends.

LEARN MORE



- Chambre des notaires du Québec
- Information sur le marché du travail (job market information)



Lawyer

Represent - Advise
Negotiate

EDUCATION

University

JOB PROSPECTS

Good

ROLE

Smooth talkers in robes arguing in court? Not really! Lawyers do many things. Most spend more time writing or negotiating than arguing in court.

Lawyers may specialize in criminal law, labour law, ancestral rights, territorial claims, etc.

They **give advice** and help clients understand their rights and solve their legal problems. For example, they might explain to a band council how to pass a bylaw.

Lawyers sometimes act as **mediators**, for example, to help parents agree on custody after a divorce. They don't take sides but try to help them agree on a solution.

SKILLS

- Be **thorough**
- Able to convince others of a client's position
- Able to **understand others' positions**, especially during negotiations
- **Good listening skills**. They must earn clients' trust, understand their problems and ask the right questions in difficult situations.
- Able to **think on their feet** and act quickly

DUTIES



- **Advise** clients and **help** them understand and obey the law.
- **Negotiate** to solve conflicts.
- **Analyze** situations, laws, documents and evidence (proof).
- **Represent** clients in court.
- **Write** legal documents such as contracts.

TRAINING



- **Bachelor's degree** in law
- **Professional** training at the École du Barreau du Québec (Quebec bar school) and pass the bar exams
- **Six-month practical training**

You must then be admitted to the Barreau du Québec (Quebec's professional association of lawyers).



Indigenous students can get help to pay for their studies. See **Financial Aid** to learn more.

SALARY



Lawyers' salaries depend on their experience, area of expertise and the clients they have. They can earn \$30,000 to over \$300,000 a year.

ENVIRONMENT



Lawyers work in law firms, companies, government and non-profit organizations. Some are self-employed.

Some spend long hours alone at their desks, analyzing documents or doing research. Others spend a lot of time with people in court or in negotiations.

Many lawyers work very long hours.

LEARN MORE



- Barreau du Québec (Quebec bar association)
- Information sur le marché du travail (job market information)



Judge

Manage - Listen - Decide

EDUCATION

University

JOB PROSPECTS

Limited



ROLE

We often picture judges wearing long, curly wigs, banging their desks with a wooden hammer to keep order in the court. But those days are gone. Judges are still **authority figures** who have **a lot of responsibility**, but they don't need wigs or hammers.

Judges **hear civil and criminal court cases**. They make sure everyone follows the rules, just like referees at a hockey game.

A judge's decision can **affect people's lives a lot**. For example, deciding that someone is guilty of a crime or who gets custody of the children after a divorce can really change a person's life.

DUTIES

- **Manage cases** from beginning to end.
- **Control court hearings** to ensure everyone follows the rules.
- **Listen** to what lawyers, experts and other witness say in court.
- **Analyze evidence** (information presented during a trial).
- **Decide** cases and explain decisions.

TRAINING



There is no “judge school” in Canada.

Judges are **chosen from lawyers** who have been members of a bar association (professional association of lawyers) **for at least 10 years**.

The federal and provincial governments select judges, depending on the court.

Lawyers who become judges have usually represented people in court, but this isn't a requirement.

Judges are carefully chosen. They need to know the law inside out and have **spotless professional and personal reputations**.



Indigenous students can get help to pay for their studies. See **Financial Aid** to learn more.

SKILLS



- **Good analytical skills** and expert knowledge of the law
- **Excellent listening skills** with attention to detail
- Able to **be neutral** and make fair decisions

SALARY



Judges' **salaries are public and fixed by law**, no matter how many hours they work.

Their **salary depends on which court** they work at. For example, municipal court judges make less than judges of the Supreme Court of Canada. Most judges earn over **\$200,000 a year**.

ENVIRONMENT



Judges work **in their offices** when reading case files and writing decisions. They spend the rest of their time in court hearing cases.

Many regions of Quebec have an **itinerant court**. This means that judges travel from one community to another to hear cases. Lawyers, court clerks, interpreters and other legal professionals travel with them. Hearings might be in schools or community centres in communities that don't have courtrooms.

Judges have **a big responsibility** and must **read and write a lot**. This can be **stressful** and means they work very long hours.

LEARN MORE >



- Court of Québec
- Commission for Federal Judicial Affairs Canada
- Conseil de la magistrature du Québec (Quebec judicial council)
- Canadian Judicial Council
- National Judicial Institute

I want to work in the justice system!

Judge



Paralegal

Write - Research
Collaborate

EDUCATION

CEGEP

JOB PROSPECTS

Good

ROLE

Lawyers and notaries rely on paralegals the way doctors rely on nurses. Paralegals do work that saves the time of lawyers and notaries.

Paralegals must be reliable. They do research and gather information but are not allowed to give legal opinions or represent clients in court.

Paralegals have **many skills**. They're trained to do a lot of things, such as research and summarizing decisions and transcripts. What they do depends on whether they work in a big law firm or a small one.

DUTIES

- **Write drafts of legal documents.**
- **Research** laws and other legal sources.
- **Legal secretarial work**

SKILLS

- **Detail-oriented**
- **Write well**
- **Able to analyze and summarize** important information in what they read

TRAINING



- Diploma of College Studies (DEC) in paralegal technology – three years

- Programs are offered in English or French by public and private CEGEPs.
- Some employers don't require a diploma. They train their paralegals themselves.



Indigenous students can get help to pay for their studies. See **Financial Aid** to learn more.

SALARY



Salary depends on experience, responsibilities and place of work, for example, a company, government or a law firm.

In 2017, recent graduates earn about \$30,000 a year. Very experienced paralegals in big law firms can earn up to \$85,000 a year.

ENVIRONMENT



Paralegals can work in law firms, notarial firms, government, legal departments of companies and other places.

LEARN MORE



- **Information sur le marché du travail** (job market information)
- **Canadian Association of Paralegals**
- Heading for Success





*I want the justice
system to run
smoothly!*





Court Clerk

Plan - Write
Organize

EDUCATION

CEGEP

JOB PROSPECTS

Limited



ROLE




Do you swear to tell **the truth, the whole truth and nothing but the truth?**

It's the court clerk who asks witnesses this question.

Court clerks are the "memory" of a court hearing. They prepare an important document called the minutes of the hearing, which are detailed notes on the various steps of the hearing. Having minutes makes it hard for anyone to challenge what happened in court.

Court clerks also organize the court record, which includes all the documents used at the hearing. The court record sometimes fills several boxes!

DUTIES

- 
- **Ensure lawyers and witnesses are in the courtroom** on the day of the hearing.
 - **Schedule hearing dates** with lawyers.
 - **Write** the minutes.
 - **Prepare and organize** the court record.

TRAINING



There is no special training for court clerks.

Sometimes the government requires a **Diploma of College Studies in Paralegal Technology or three years of experience as a legal secretary.**



Indigenous students can get help to pay for their studies. See **Financial Aid** to learn more.

SALARY



Court clerks who work 35 hours a week earned **\$32,000 to \$46,000 in 2017**

But they don't always work 35 hours a week, so salaries can vary.

SKILLS



- **Detail-oriented**
- **Good writing skills**
- **Very organized**
- **Good with people, create a good impression**

ENVIRONMENT



Court clerks work for the **government** in various courts. They spend most of their time **in a courtroom** sitting in front of a judge.

Court clerks work on call and only when the court needs them. Their **work schedule can change from week to week**. When courts are less busy (e.g., during the summer) court clerks might not have any work.

LEARN MORE



- Justice Québec's Inforoute FPT





Legal Interpreter - Indigenous Languages

Listen - Understand
Translate accurately

EDUCATION

No special diploma

JOB PROSPECTS

Good

ROLE

Legal interpreters are important to the legal system. They break down language barriers and help people in court, no matter what language they speak. The Canadian Charter of Rights and Freedoms guarantees the right to an interpreter in court.

Legal interpreters of Indigenous languages listen carefully when people speak in court. They then translate what was said out loud, in English or French. The interpretation must be neutral and not favour any side.

Legal interpreters in Quebec usually interpret French and English, but they often interpret Indigenous languages also.

DUTIES

- **Prepare** before going to court by learning vocabulary that might be used.
- **Listen** carefully to what witnesses, lawyers and judges say.
- **State** in another language exactly what was said.

SKILLS

- **Accuracy.** Interpreters must choose their words carefully to translate exactly what was said.
- Ability to **concentrate for hours**
- **Good communication skills**

TRAINING



There is **no special training** for legal interpreters. Legal training is useful but not necessary.

Several Quebec universities offer a **bachelor's program in translation**. The University of Ottawa offers a **master's program in conference interpreting**.

To be a **certified legal interpreter**, you must become a member of the Ordre des traducteurs, terminologues et interprètes agréés du Québec or OTTIAQ (association of certified translators, terminologists and interpreters). But you can be a legal interpreter without this certification.

Legal interpreters can register with the **legal interpretation and translation department** of their local courthouse. An exam and interview might be required. Interpreters of Indigenous languages go through a special selection process.



Indigenous students can get help to pay for their studies. See **Financial Aid** to learn more.

ENVIRONMENT



Legal interpreters work mostly in court. They might also work during meetings or negotiations.

In court, legal interpreters must speak in front of many people, including judges, lawyers, witnesses and sometimes a jury.

The work is demanding and sometimes stressful. Interpreters must concentrate all the time and be able to translate technical or complicated terms.

SALARY



Legal interpreters are usually **self-employed**. Their earnings depend on the number of hours they work.

They usually get contracts from legal interpretation and translation departments **in courthouses**. In 2017, Interpreters with a university degree can earn \$33 to \$43 an hour. Those without a degree earn \$24 to \$30 an hour.

Interpreters working in itinerant courts in Indigenous communities in Côte-Nord, Saguenay-Lac-Saint-Jean and Nord-du-Québec earned \$37 to \$48 an hour in 2017 if they have a university degree. Those without a degree earned \$29 to \$35 an hour.

Interpreters can also work for the private sector such as a law firm. Hourly rates vary.

Few legal interpreters do only interpretation. It's difficult to do every day and they often have another job at the same time.

LEARN MORE

- **Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ).**
- **Service Canada**
- The **Journal du Barreau** has published an article (French only) on the day-to-day work of a legal interpreter.



I want the justice system to run smoothly!
Legal Interpreter - Indigenous Languages



Legal Secretary

Meet clients - Organize
Write

EDUCATION

High school

JOB PROSPECTS

Good

except in Abitibi-Témiscamingue,
Côte-Nord and Nord-du-Québec



ROLE

Legal secretaries assist lawyers, notaries and judges.

They **handle many files at the same time** and keep a close eye on deadlines.

Legal secretaries **meet clients** and must often reassure them about their legal problems. They also perform **secretarial tasks**.

DUTIES

- **Answer the phone** and meet clients.
- **Write and format** letters and legal documents.
- **Organize** agendas.

SKILLS

- **Excellent language skills.** They must enjoy reading and write well.
- **Discretion.** Client information is confidential.
- **Organization skills.** They handle many files, meet tight deadlines and keep track of what goes on.
- **Detail-oriented.** Accuracy is important in law.

TRAINING



- **Diploma of Vocational Studies (DVS) in secretarial work or relevant work experience**
- **Attestation of Vocational Specialization (AVS) in legal secretarial work**

Public and private schools in Quebec offer this 450-hour program in English or in French.

Some employers hire paralegals as legal secretaries, especially in smaller offices.



Indigenous students can get help to pay for their studies. See **Financial Aid** to learn more.

SALARY



Salaries for legal secretaries depend on their experience and where they work.

A recent graduate earned, on average, \$30,000 to \$35,000 in 2017. In big law firms, experienced legal secretaries can earn more than \$60,000 a year.

ENVIRONMENT



- Law firms and notarial firms
- Judges' offices
- Government
- Companies
- Etc.

There's a **lot of pressure**, especially before a trial or when working on many cases at the same time. Working hours are reasonable, even in big law firms.

LEARN MORE



- Heading for Success
- École des métiers de l'informatique, du commerce et de l'administration (EMICA)





Bailiff

Seize property - Record
Deliver

EDUCATION

CEGEP or university

JOB PROSPECTS

Good

ROLE

People often think that bailiffs are mean and heartless. But they are **legal professionals** trained to handle **tough jobs**, such as evicting tenants who haven't paid their rent.

Bailiffs can also be mediators and negotiators, trying to solve difficult situations, such as bankruptcy, divorce and unemployment.

Bailiffs come face-to-face with life's hardships. Sometimes, they must pressure people in difficulty, for example, making them giving back a car they can't pay for.

DUTIES

- **Deliver legal documents directly** to people, such as orders to appear in court.
- **Carry out court orders**, for example, to evict tenants.
- **Prepare official reports** on situations, such as a neighbour making too much noise or an apartment in bad shape. The reports might later be used as proof in court.
- **Collect money from people or have them hand over property** such as a car when people can't make their car payments

TRAINING



- **Diploma of College Studies (DEC) in Paralegal Technology**
- or
- **Bachelor's degree from a law faculty**

You also need **a permit from the Chambre des huissiers de justice du Québec** (Quebec's professional association of bailiffs). To get a permit you must

- complete a five-week training program,
- complete a six-month supervised internship, and
- pass the exam set by Quebec's professional association of bailiffs.

Bailiffs must do **12 hours of continuing education every two years** to learn about new developments and to refresh their skills.



Indigenous students can get help to pay for their studies. See **Financial Aid** to learn more.

SALARY



What bailiffs in Quebec earn on average depends on whether they

- receive **fees** (the usual situation), or
- earn a **fixed salary** from a bailiff's office.

What **self-employed bailiffs** earn depends on how much they work. They might have an arrangement with a bailiff's office that pays them a percentage of its earnings.

Bailiffs' incomes **also depend on** whether they work long hours and on weekends. They can work 50 or 60 hours a week.

SKILLS



- **Diplomatic** and **able** to be firm with people having difficulty paying their debts
- **Nerves of steel**
- **Honest and able to follow strict legal and professional rules**

ENVIRONMENT



Bailiffs spend part of their time in an **office**, alone or with others. They travel a lot **by car**. They might have to work **early in the morning, late at night or on weekends**.

LEARN MORE >



- Information sur le marché du travail (job market information)
- Chambre des huissiers de justice du Québec (Quebec's association of bailiffs)
- Inforoute FTP

I want the justice system to run smoothly!

Bailiff



Court Usher

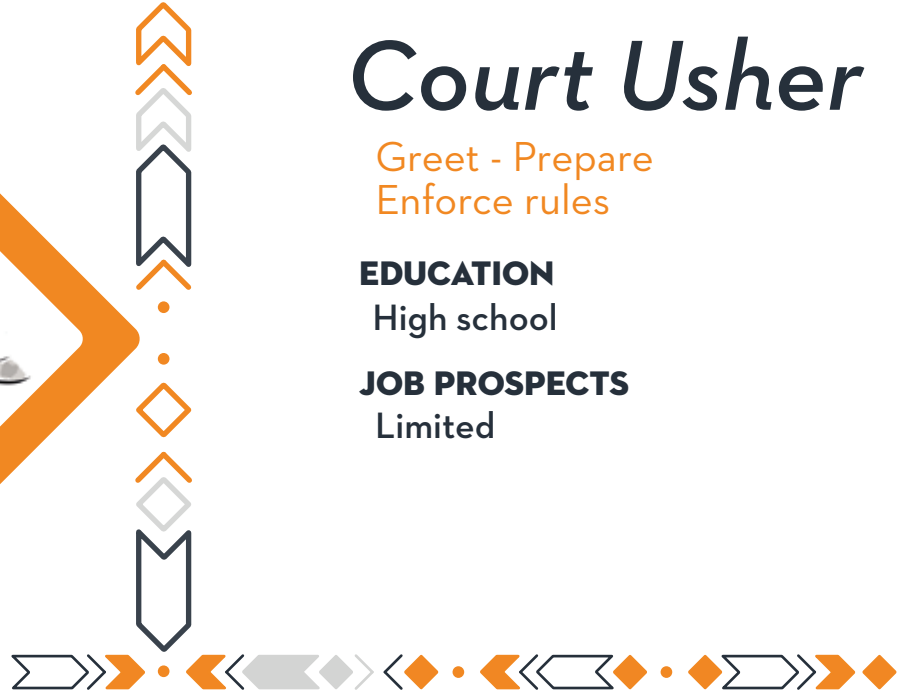
Greet - Prepare
Enforce rules

EDUCATION

High school

JOB PROSPECTS

Limited



ROLE

Silence! All rise please. The court is now in session...

Court ushers say these words at the beginning of every court session. They make sure **court hearings run smoothly**.

Before the judge arrives, **court ushers make sure that**

- the **courtroom is ready**,
- the necessary equipment is in place and
- the lawyers have arrived.

Court ushers **accompany judges** between their offices and the courtroom.

During a hearing, they **make sure everyone in court behaves properly**. They bring witnesses into the courtroom and do jobs for judges, such as making photocopies.

DUTIES

- **Keep order** in the court.
- **Accompanies judges** to the courtroom and do jobs for them.
- **Show the witnesses into the courtroom.**

TRAINING



There is **no special training program** for court ushers.

Justice Québec requires **three years of high school** (Secondary Three or Grade 9) or two years' work experience for each year of schooling they don't have.

Justice Québec hires court ushers from its bank of job applicants.

SKILLS



- **Knows and can enforce courtroom rules**
- **Helpful**
- **Team player**
- **Clear speaking voice**
- **Discretion**

ENVIRONMENT



Court ushers work part-time and must be on call. Their work schedule might change from week to week depending on how busy the court is.

LEARN MORE



- Information sur le marché du travail (job market information). The information about court clerks also applies to court ushers.





Financial Aid



GET HELP TO PAY FOR YOUR EDUCATION



Indigenous students can get help to pay for studies after high school.

• All fields of study

Registered First Nation students can apply for [financial aid from the Government of Canada](#) for these programs :

- CEGEP diploma or certificate program (e.g., Diploma of College Studies or DEC)
- university undergraduate program (e.g., bachelor's)
- professional training program (e.g., attestation of vocational specialization)

INTERESTED? Contact your band council to learn more.

Registered and non-registered Indigenous students can get additional help.

Websites that are good to know :

- Government of Canada's [Indigenous Bursaries Search Tool](#)
- [Indspire](#)

- **Studies in law**

Studying law is necessary or useful for careers such as lawyer, notary, bailiff, judge and legal translator.

The [Government of Canada](#) gives bursaries to Métis and non-status Indians who want to study law. Get an application form from [Indspire](#).

- **Want to be a lawyer?**

All Indigenous students get a bursary after writing their bar exams.

... AND THERE'S MORE!

Check out these sites :

- CEGEP and university websites
- Government of Quebec [website](#)

