



## INTER OFFICE MEMORANDUM

**Date:** January 24, 2011

**To:** Lee Brown, Financial Controller

**Cc:**

**From:** Mary Jean Robinson, Area Director

**Subject:** Jocelyn Rae and Zelda Watt

Attached please find copies of employment contracts for Jocelyn Rae and Zelda Watt Signed by Celina Reitberger, Acting Executive Director and by Jocelyn and Zelda for your employee files.

Mary Jean Robinson  
Area Director

## Lee Brown

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**From:** Zelda R Watt (NISHN AO) <wattzr@lao.on.ca>  
**Sent:** Monday, January 17, 2011 11:44 AM  
**To:** adodge@nanlegal.on.ca; Betty Achneepineskum (E-mail); bbinguis@nanlegal.on.ca; Carol Kakegabon; Carolyn White; Celina Reitberger; Cheryl St. James; dmsuggashie@nanlegal.on.ca; dchookomolin@nanlegal.on.ca; Don Sainnawap (E-mail); Doreen Stone (NISHN AO); eboissoneau@nanlegal.on.ca; gkakepetum@nanlegal.on.ca; Jacob Mekanak (E-mail); Jennifer McKenzie (E-mail); Raejo@lao.on.ca; Leahan Parrott; Lee Brown; Lisa Echum (E-mail); mjloon@nanlegal.on.ca; Mary Jean Robinson (NISHN AO); Michelle Donio-King; pmeekis@nanlegal.on.ca; Ralph Taylor; rchapman@nanlegal.on.ca; rmoonias@nanlegal.on.ca; Roberta Wesley; rsakakeep@nanlegal.on.ca; srquequish@nanlegal.on.ca; smsemple@nanlegal.on.ca; Sheba Fox (E-mail); sswynne@nanlegal.on.ca; skoostachin@nanlegal.on.ca; Susan Chokomolin (E-mail); tsutherland@nanlegal.on.ca

Good morning, everyone!

Please add me to your mailing list. My address is [wattzr@lao.on.ca](mailto:wattzr@lao.on.ca). Thanks and have a wonderful day.



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
BI-WEEKLY TIMESHEET

FOR P.R. # 25  
She owes 12.5 hours

Set her up in payroll  
& start manual file.  
P.R. # 24

Name: Zelda Watt Position: \_\_\_\_\_  
Supervisor: Mary Jean Robinson Program: LA

Payroll #	From: (mmddyy)							To:
Date	Sat	Sun	Monday	Tuesday	Wed	Thurs	Friday	
			8	9	10	11	12	
Regular Hours			5.5				6	18.5
Sick				-2.5 ✓				
Stat. Holiday						7		
Lieu Time								-2.5
Bereavement								
Vacation								
Overtime Accumulated								Weekly Total
Other: Specify								
<b>Total Hours</b>								<b>21</b>

Date	Sat	Sun	Monday	Tuesday	Wed	Thurs	Friday	
			15	16	17	18	19	11
Regular Hours			5.5	5.5				
Sick					-5 ✓	-5 ✓		
Stat. Holiday								
Lieu Time								
Bereavement								-10
Vacation								
Overtime Accumulated								Weekly Total
Other: Specify								
<b>Total Hours</b>								<b>21</b>

Employee Comments: 004 06632 8455 6273073  
-12.5 hrs to make up time  
Sick time  
42 x 21.00 = 882.00  
Per MJR Nov 23/10  
(21 hrs/week)

Employee's Signature: Zelda Watt Date: Nov. 22/10  
Supervisor's Signature: [Signature] Date: Nov 22/10  
Entered By: \_\_\_\_\_

next payroll @ old rate 7621 LAO

21 hours / week.

After a contract is done - what rate etc.

Set up payroll

70211150

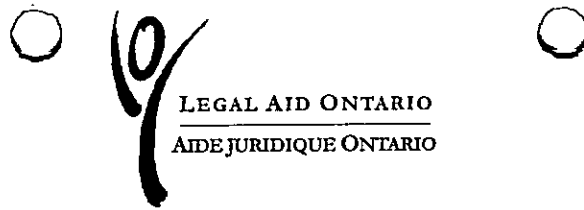
Probation  
6 or 8 hrs/10  
He start of  
Is this?

Zelator

#23  
500 + 500

#22  
500 + 500

#21  
500 + 500  
6030



LEGAL AID ONTARIO  
AIDE JURIDIQUE ONTARIO

*Nishnawbe-Aski Legal Services Corporation – Area Office 48*  
86 S. Cumberland Street Thunder Bay, ON P7B 2V3  
☎ Tel: 807-622-1413 ☎ Fax: 807-622-3024  
Toll Free: 1-800-465-5581

## Schedule "A"

**Job Description:** Legal Aid Assistant

**Location:** Nishnawbe-Aski Legal Services Corporation, Thunder Bay

**Reports to:** Area Director and, for day to day duties to the Legal Aid Co-ordinator

**Primary Function:** The primary function of the job is to perform a variety of customer-focussed administrative duties.

### **Main Duties of the Job:**

- Reception (when required) and filing activities including answering a high volume of telephone calls and providing information to clients and lawyers on the phone and/or in person regarding legal aid processes and/or the status of their file and processing the mail
- Opening mail and matching the correspondence with existing client files
- Monitoring the status of outstanding legal aid applications and providing updates to the Community Legal Workers
- Opening files for new applications and closing certificate files for storage
- Interview walk-in applicants for legal aid and video jail applicants
- Entering applications into Peoplesoft system and issuing basic certificates
- Perform other duties as assigned

### **Required Skills & Experiences:**

- Experience in an office environment and proven ability to deal effectively with clients on the phone and in-person
- Sound organizational skills to ensure the accuracy of information and to maintain control of a variety of administrative tasks
- Beginner to intermediate level skill in Microsoft Word
- Accurate typing skills
- The ability to work with minimal supervision