

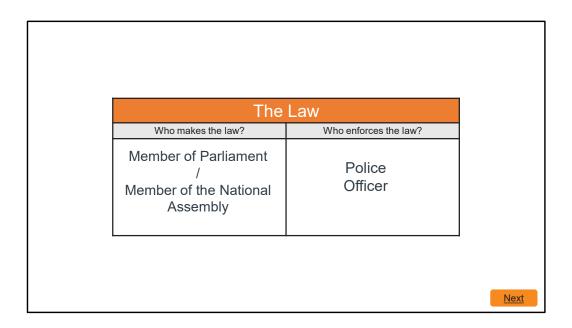
This presentation was updated in **September 2021**. The Notes section of each slide contains a lot of additional information.

The images on this slide reflect several areas:

- Criminal law
- Contracts, notaries, divorce, etc.
- Court
- The Highway Safety Code
- Consumer goods and services.

This activity will allow students to learn about a wide variety of legal professions. We have separated these professions into three categories, depending on the setting where they are practised:

- Court
- Prison
- Office



When a student provides the correct answer, click the slide to make the right word appear in the box.

Answer: MPs and MNAs create laws and police officers enforce them.

These two professions are explained in more detail on the next two slides.



Training

In Quebec, anyone who meets the following requirements can run for election as an MP or an MNA:

- they must be a Canadian citizen
- they must be allowed to vote
- they must be at least 18 years old (on election day)
- MNAs must have had their main residence in Quebec for at least six months
- they must not be under curatorship

Students will probably have questions about curatorship.



Training

- To become a police officer in Quebec, you usually need a **CEGEP diploma in police technology** and training at the École nationale de police (**Quebec police academy**).
- You can also become a police officer with a university degree or a vocational CEGEP diploma in another field, such as criminology or computer science. If you haven't studied police technology, you must receive a job offer from a police department and then complete an Attestation of College Studies (ACS) in police technology and training at the École nationale de police.
- To work for the Royal Canadian Mounted Police (RCMP), you need a high school diploma and six months of training at the RCMP Academy in Regina, Saskatchewan. Graduates of this program must be willing to work anywhere in Canada.

Main Duties

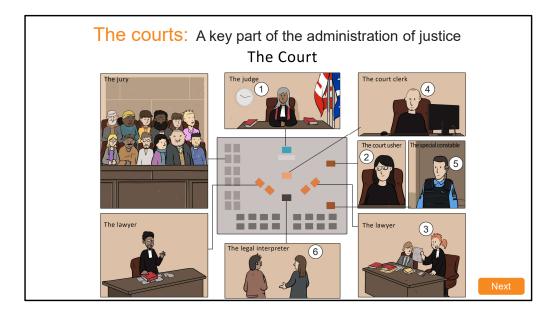
There are many different jobs in a police department, including patrol officers, community officers, firearms instructors, dog handlers, police trainers, desk officers, and investigators.

Most police officers start as **patrol officers**. They:

- respond to emergencies
- write tickets and arrest suspects
- write reports after giving someone a ticket or arresting a suspect. Police officers must be able to justify their actions if anyone challenges them.

Investigators gather the evidence needed to convict suspects of crimes. They:

- question witnesses and suspects at the police station or elsewhere
- examine the scene of a crime or accident
- build a file that can be used in court



Click on a number to go directly to the slide for that profession. When you have looked at the slides for each profession, click "Next" to continue the presentation.



Judges conduct civil and criminal court cases.

During the trial, they make sure everyone follows the rules of procedure. **After the trial**, they have the difficult task of making a fair decision based on the law. They must do this by applying the law to the facts of the case.

This often means spending long hours in an office, reading and writing. Judges work both in their offices and in court.

Training

There is no "judge school" in Canada, but all judges are lawyers.

Judges are **chosen from lawyers** who have been members of a bar association (official association of lawyers) **for at least 10 years**. Depending on the court, judges are selected by the federal or provincial government.

Lawyers who become judges usually spent their careers representing

people in court, but this isn't a requirement.

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

Salary

Judges' salary is **set by the law and is made public**. They receive a fixed yearly salary no matter how many hours they work.

Their **salary depends on which court** they work at. For example, municipal court judges don't make as much as Supreme Court judges. But most judges earn **more than \$200,000 a year**.



Court ushers play a discreet but essential role in the courtroom.

They:

- **prepare** and then **open** the courtroom
- help judges and accompany them between their offices and the courtroom
- greet witnesses and show them where to stand during the hearing
- make sure the people in the courtroom behave properly
- help judges during the hearing, for example, by making photocopies

Training

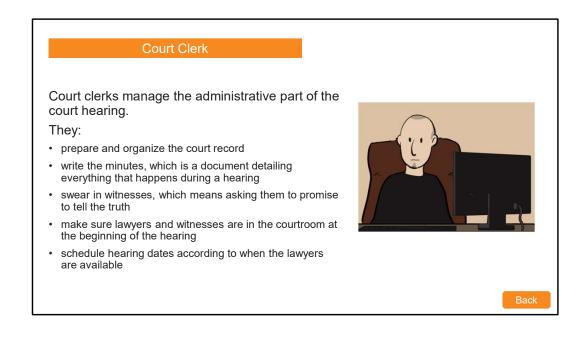
There is **no specific training** program for court ushers.

Justice Quebec requires **three years of secondary school**, that is, Secondary Three or Grade 9. People who have less than three years of secondary school can still qualify if they have two years of work experience for each year of schooling they don't have.

The department hires court ushers from its **bank of job applicants**.

Work Environment and Conditions of Employment

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.



Court clerks work at the heart of the action. They must **pay close attention** to what goes on around them. They need **excellent communication skills** because they do a lot of writing. They have to be **detail-oriented** and **very organized**.

Court clerks work on call, which means they work only when the court needs them. Their work schedule changes from week to week.

Training

There is no specific training for court clerks.

However, employers often require them to have a **Diploma of College Studies (DEC) in Paralegal Technology** or **three years of experience as a legal secretary**.

Court clerks who work in the judicial district of Montreal should be **bilingual**, because hearings can take place in either French or English.



Lawyers **do many things**, depending on where they work (private, public or semipublic practice/in-house for a company or a non-profit) and what areas of law they work in (criminal law, intellectual property, labour law, commercial law, etc.).

Many lawyers **represent clients**, **provide legal advice**, and **help settle disagreements**.

Lawyers are **officers of the court**. This means they must have respect for the law and act with honour, dignity and integrity.

Training

To become a lawyer in Quebec you must have a **bachelor's degree from a law school**.

You then have to pass the **exams given by the École du Barreau (**Quebec bar school). The purpose of these bar exams is to ensure you have the skills and knowledge to practise law in Quebec.

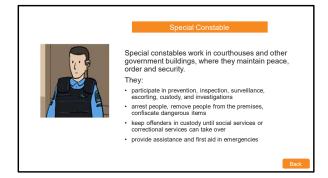
Finally, you have to do **six months of practical training** ("articling") before you can officially become a lawyer. Then you are allowed to practise law by representing clients and giving legal advice.

Lawyers must keep their knowledge up to date throughout their career by attending 30 hours of **continuing education classes** every two years.

Work Environment and Conditions of Employment

"The law puts us into everything. It's the ultimate backstage pass." Lawyers can work almost anywhere: in corporations, for the government, in small firms, in large international firms, and in non-profits. Some of them work on their own.

Lawyers' income varies a lot. Almost 80% of lawyers earn between \$30,000 and \$200,000 a year, depending on their experience, the type of practice and clients they have, and how many hours they work.



Special Constables' job is to maintain **peace**, **order and security** in courthouses and other government buildings.

This can mean that they:

- confiscate dangerous items
- arrest people or remove them from the premises
- participate in prevention, surveillance, custody and investigations

Training

To become a special constable, you need a **Diploma of College Studies** (DEC) in police technology.

You must then take a twelve-week training program at **the** École nationale de police (**Quebec police academy**).

Salary

Special constables earn about \$43,000 to \$60,000 a year.



Legal interpreters work mostly in court. They might also accompany legal professionals like lawyers and notaries to meetings or negotiations.

Interpreters have to concentrate at all times. Sometimes they must translate very technical or complicated terms and ideas.

Legal interpreters listen to what is being said and then translate it out loud. They must remain **completely neutral** and **not take sides**.

The words an interpreter chooses are important. Good interpreters **pay close attention** to what a person says and translate it as **accurately** as possible. They must **concentrate for hours at a time**, and they must be good communicators.

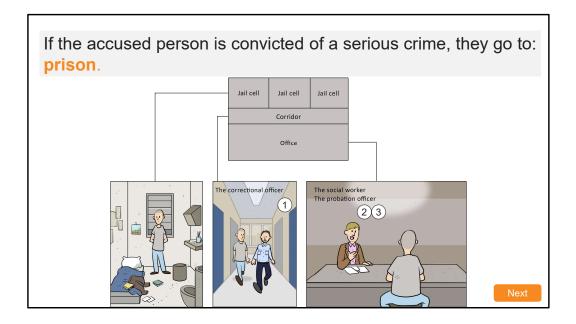
Training

There is **no specific training** for legal interpreters, but most have studied translation or languages. Legal training is not necessary but can be very useful.

Several Quebec universities offer a bachelor's program in translation.

To be a <u>certified</u> legal interpreter, you must become a member of the Ordre des traducteurs, terminologues et interprètes agréés du Québec (association of certified translators, terminologists and interpreters). But you can work as a legal interpreter without being certified by the OTTIAQ.

It's a good idea for legal interpreters to register with the **legal interpretation and translation department** of their local courthouse. They must pass an exam to have their names included on the list of interpreters at the courthouse.



Click on a number to go directly to the slide for that profession. When you have looked at the slides for each profession, click "Next" to continue the presentation.

An accused person who is convicted of a serious crime will go to a **detention center**, which means either a penitentiary or a prison.

Penitentiaries are run by the federal government. They are for people with sentences (punishments) of two years or more.

Prisons are run by the provincial government. They are for people with sentences of less than two years, or who are awaiting trial.



Note: The name of this profession depends on whether the prison where the person works is provincial or federal: federal = "correctional officers" and provincial = "correctional service officers".

Prison is a **tough environment**. Correctional officers have to **adapt well to changing conditions**.

They deal with tense and difficult situations, much like psychologists, paramedics and fire fighters.

Correctional officers patrol areas where prisoners are kept. They conduct searches. At times they have to use physical force and arrest people. **Communication** is their most important tool.

Training

To be a correctional officer, you need:

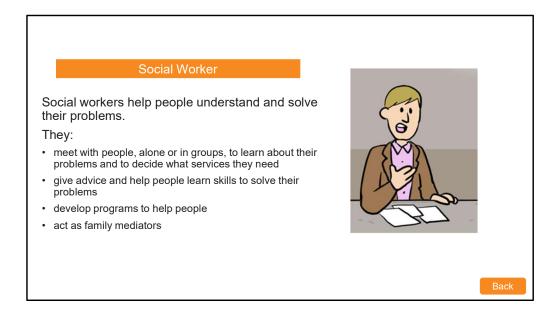
- a high school diploma
- a certificate in standard first aid and CPR
- a class 4A driver's licence (emergency vehicles)

You must pass written tests, go for an interview and have your fingerprints taken. You must also complete a medical questionnaire and give the government your written consent to do a background check.

Work Environment and Conditions of Employment

Correctional officers work for the federal and provincial governments. They usually work in penitentiaries and prisons.

Sometimes, correctional officers **work outside the prison or penitentiary**, for example, when accompanying prisoners to court or to the hospital.



In prison settings, **the same person often works as a social worker and a probation officer**, even though different training is required for these positions.

Training

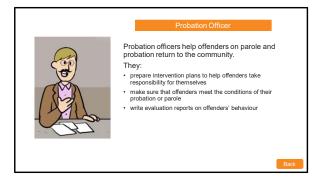
Social workers need a **bachelor's or master's degree in social work or social services**. Several Quebec universities offer these programs.

"Social worker" is a title reserved only for members of the <u>Ordre des</u> <u>travailleurs sociaux et des thérapeutes conjugaux et familiaux du Québec</u> (<u>OTSTCFQ</u>), which is the professional association for social workers. Only members of this association are allowed to work as social workers.

Work Environment and Conditions of Employment

Social workers work in community centres, health centres, shelters, youth centres, prisons, schools, and even on the streets.

They often **work with other specialists**, including doctors, teachers, lawyers and psychologists.



Probation officers help offenders on parole and probation return to the community. Note that at the federal level, this profession is called "parole officer".

Probation officers and parole officers talk with offenders to understand and evaluate their situation and needs, and to give them advice. They help offenders take responsibility for themselves: finding a job and a place to live, recovering from addiction, etc.

They also **keep track of offenders** who have been released. They meet with them on a regular basis and make sure they follow their probation or parole conditions. For example, they check whether offenders are home by a specific hour and attend their therapy appointments.

Training

To become a probation officer, you must have a **bachelor's degree** in one of the following fields: criminology, psychology, psychoeducation, law, social

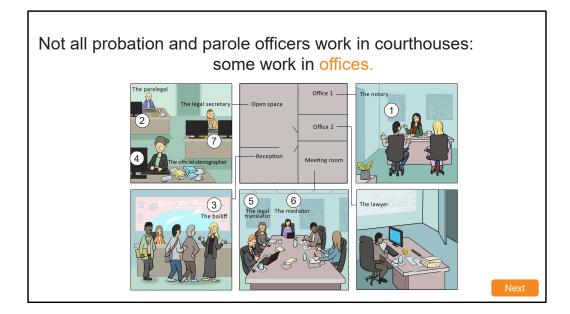
work, social services, guidance, school and vocational counselling, sexuality, or another related field.

When you apply for a job as a probation officer, you must go through a **selection process**. If you get the job, you must follow a **training program given by Quebec's correctional services department**.

Work Environment and Conditions of Employment

Probation officers work for the provincial government. **Parole officers** work for the federal government.

Probation and parole officers work **in prisons or courthouses**. They work closely with correctional officers, social workers and other professionals.



Click on a number to go directly to the slide for that profession. When you have looked at the slides for each profession, click "Next" to continue the presentation.



"Prevention is better than a cure" could be the motto for notaries. This is because notaries often act in advance to prevent a dispute or legal problem from arising later.

They must foresee all the possible scenarios in situations like:

- marriage contracts
- cohabitation agreements
- wills

Main Duties

Notaries give **legal advice** to clients in order to prevent or solve problems. Notaries sometimes act as mediators in a dispute.

• For example, a marriage contract can lay out what will happen if the marriage ends.

Notaries **write documents that follow special legal rules**, after doing research and checking necessary information. Notarial documents are

"authentic." This means the documents have special legal status and are hard to challenge.

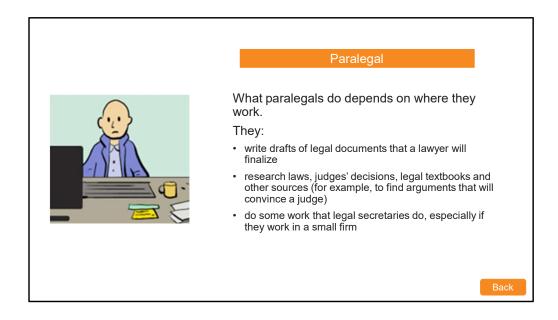
• For example, if a notary writes a will, it will be very difficult in the future to claim that those instructions are not what the deceased person wanted.

Notaries make sure their clients are **protected legally and financially**, for example, when selling a house or a business, or when paying off a mortgage.

• When you buy a house, for example, the notary makes sure that the house really belongs to the seller and does not already have a mortgage on it.

Sometimes notaries represent clients in court.

• For example, a notary can ask a judge for emergency measures to protect a vulnerable person.



Training

To become a paralegal, you usually need a **Diploma of College Studies** (DEC) in paralegal technology.

Some employers don't require this DEC and prefer to train their paralegals themselves.

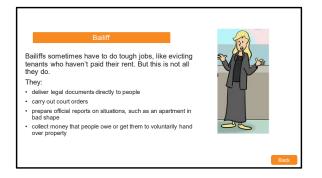
Main Duties

What paralegals do depends on where they work. Their main role is to help lawyers do their job.

This could involve writing legal documents and researching laws, judge's decisions, and other sources. They may also do some work that legal secretaries do (answering the phone, managing the calendar, etc.), especially if they work in a small firm.

Work Environment and Conditions of Employment

Paralegals work in a wide variety of locations. They can work in law firms, notarial firms, legal departments of companies, for courts or the government, and other places.



Bailiffs often have a bad reputation.

This is because they have to **work in difficult situations** and **carry out unpleasant tasks**, like seizing property, evicting tenants, or telling someone that they are being sued.

But this shouldn't keep us from seeing that bailiffs are also **go-betweens and negotiators**. They spend part of their time **finding solutions** to some difficult situations, such as bankruptcy, divorce and unemployment.

Training

To become a bailiff you need a **Diploma of College Studies (DEC) in Paralegal Technology** or a **bachelor's degree from a law faculty**.

You also **need a permit** from the Chambre des huissiers de justice du Québec, which is Quebec's professional association of bailiffs.

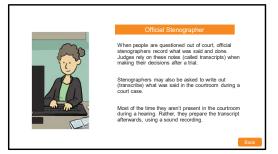
To get a bailiff's permit you must meet these requirements:

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

Bailiffs also have to take **12 hours of continuing education courses every two years**. These courses cover new developments in the profession and help bailiffs brush up on their skills and learn new ones.

Work Environment and Conditions of Employment

Bailiffs work in an **office**, either alone or as part of a team. They also **travel a lot by car**. They might have to work **early in the morning, late at night or on weekends**.



Official stenographers play an important role in our legal system.

Transcripts are **very important** when a decision is appealed because judges rely on them when making their decisions.

Official stenographers record either by: typing very fast on a strange-looking keyboard that uses **phonetic symbols** ("stenotype"), or by repeating everything they hear into a recording mask ("stenomask").

Training

To become an official stenographer in Quebec, you must:

- have an Attestation of College Studies (AEC) in legal stenography. This two-year program is offered in French by the École de sténographie judiciaire du Québec. Students learn shorthand, stenography techniques and legal vocabulary.
- pass the exam of the Comité sur la sténographie of the Barreau du

Québec (stenography committee of Quebec's professional association of lawyers). The exam is difficult. To pass, you need 90% for the spelling and grammar part and 80% for stenography techniques.

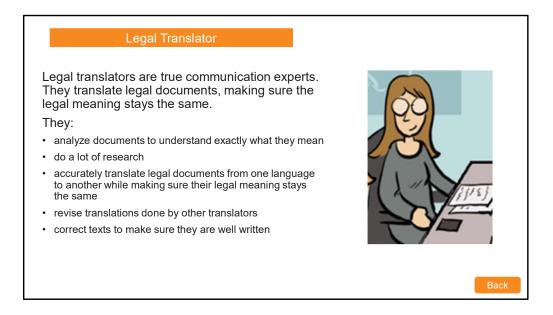
Work Environment and Conditions of Employment

Official stenographers are not employed by the court. They are **self-employed** and sometimes work in a stenographers' office. They spend a lot of time listening to sound recordings of what people said in the courtroom or when being questioned, but they work mostly at home or at the office.

The government decides how much a stenographer can charge in fees:

- \$85 an hour to record what is said by a witness
- from \$4 to \$11 per page, depending on the type of witness and how much time they are given to prepare it

Stenographers can also make payment arrangements with their clients for specific cases.



Legal translators play an important role, especially in a country where two official languages live side by side!

Legal translators **translate legal documents**, such as contracts, laws and court decisions, from one language to another. With their language skills, they can also **write, revise and correct** documents.

Training

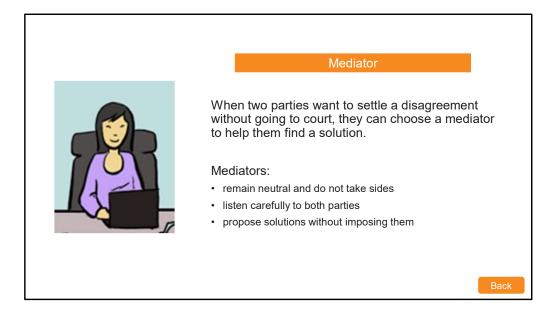
There are different ways to become a legal translator. These are the **two most common**:

- some begin by **studying translation or languages**, usually in university, and then specialize in law
- others begin by **studying law** and then study translation later.
- sometimes **lawyers develop translation skills** on the job and later specialize in legal translation.

Several Quebec universities offer a bachelor's degree or certificate programs in translation and a bachelor's degree in law.

Work Environment and Conditions of Employment

Legal translators work in **a variety of environments.** They can work for the government or in companies, law firms and translation agencies. Many are self-employed.



Mediators are increasingly important in our justice system. Mediation is an important part of alternative dispute resolution and the participatory justice approach. Participatory justice is a new approach to justice that is different from the conventional approach in the following ways:

- it involves direct participation in the decision-making process by the people who are most affected by it
- it takes more than just the law into account by also focussing on the human, economic and social aspects of the disagreement
- it promotes a sense of justice and fairness
- Mediators must be impartial, which means that they cannot take sides.

Training

- A mediator can be anyone the parties choose. With some exceptions, anyone whom the parties trust can be their mediator.
- They must also be neutral, which means that their personal beliefs must not

influence their work.

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TEACHER'S NOTES

Training

To become a legal secretary, you usually need an **Attestation of Vocational Specialization (AVS) for legal secretarial work**. This is a 450-hour program that is offered in English and in French.

To apply to the program, you need a **Diploma of Vocational Studies (DVS)** for secretarial work or relevant work experience.

Work Environment and Conditions of Employment

Legal secretaries usually work in these places:

- · law firms, notarial firms and judges' offices
- · federal, provincial and municipal governments
- companies

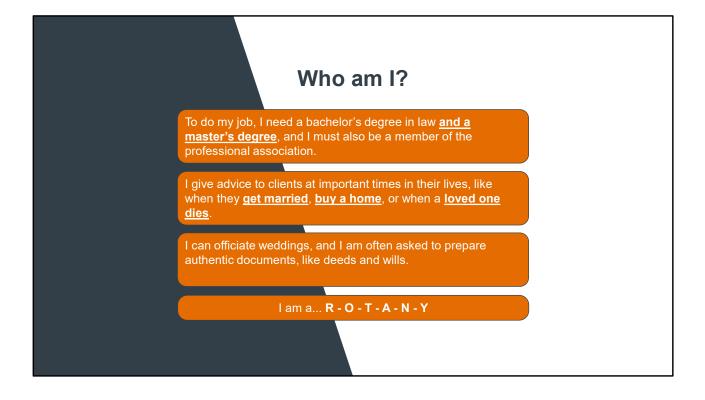
Wages for legal secretaries vary greatly. Experienced legal secretaries who work for the government earn about \$45,000. In big law firms, experienced legal secretaries can earn more than \$60,000 a year.

Qu Who a	liz am I?	
SCO	PRE	1
SCO If the team gets the answer using	PRE They get	
If the team gets the answer using	They get	
If the team gets the answer using 1 clue	They get 4 points	

- Divide students into two to four teams. The scoresheet attached to the Teacher's Guide has room to keep score for up to ten teams. Students may enjoy choosing a team name related to the law.
- Explain to students that you will give them clues and they must guess which legal profession you are describing.
- Tell them how to make their guesses (e.g., the first team to raise their hand, taking turns, etc.) and how the scoring works.
- Give students a clue and ask them to guess the profession. If they can't, give them another clue.
- The first clue is the hardest and they get easier as you go. The fewer clues a team needs to guess the right answer, the more points they will score!

Score

- The team gets **4 points** if they only need **1 clue**.
- The team gets **3 points** if they need **2 clues**.
- The team gets 2 points if they need 3 clues.
- The team gets **1 point** if they need all **4 clues**.



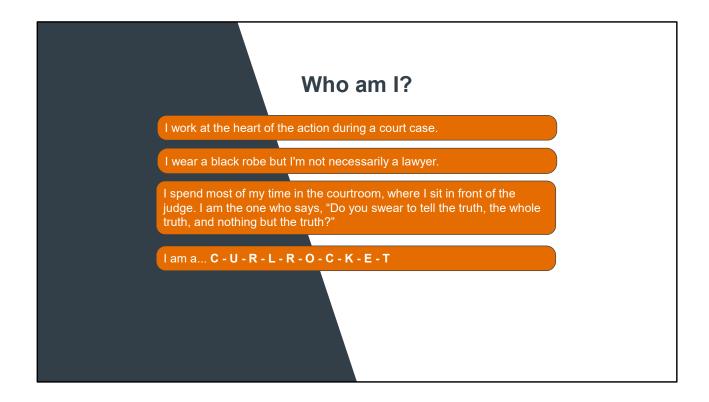
Click the slide to bring up a the next clue.

Answer: Notary



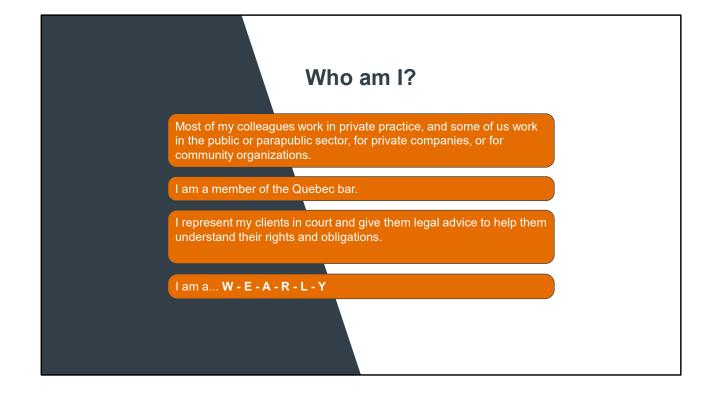
Click the slide to bring up a the next clue.

Answer: Legal Secretary



Click the slide to bring up a the next clue.

Answer: Court Clerk



Click the slide to bring up a the next clue.

Answer: Lawyer



Click the slide to bring up a the next clue.

Answer: Mediator



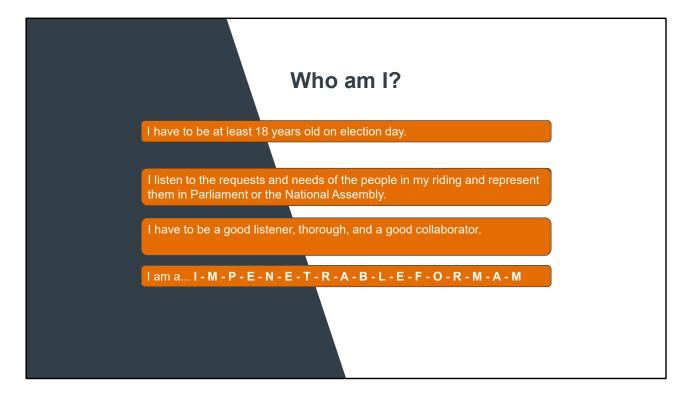
Click the slide to bring up a the next clue.

Answer: Probation Officer



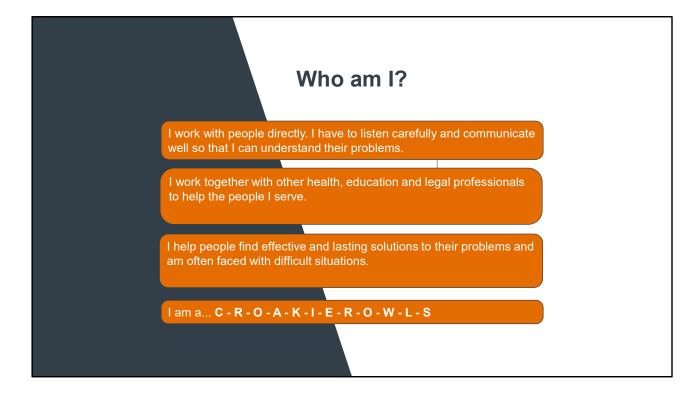
Click the slide to bring up a the next clue.

Answer: Paralegal



Click the slide to bring up a the next clue.

Answer: Member of Parliament (or Member of the National Assembly)



Click the slide to bring up a the next clue.

Answer: Social Worker



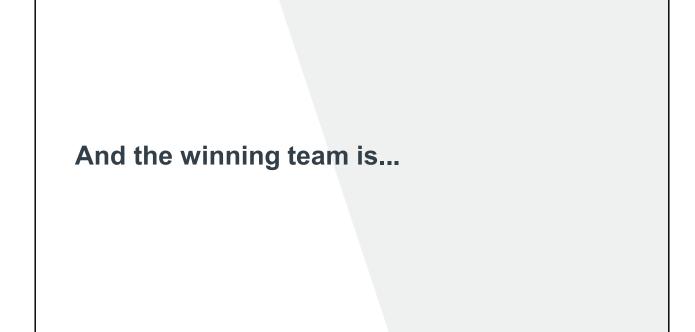
Click the slide to bring up a the next clue.

Answer: Bailiff



Click the slide to bring up a the next clue.

Answer: Special Constable





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