OJEN ROEJ

Ontario Justice Education Network

IN BRIEF

TEACHER RESOURCE

CAREERS IN JUSTICE

Learning Objectives

- To expose youth to the wide range of careers in law.
- To provide youth with tools to research future career options and strategies and skills for pursuing these career options.
- The enhance students' understanding of the various educational pathways available for careers in justice.

Materials

- Copies of the student handout, *Careers in Justice* (one per student)
- Copies of *Pathways to Careers in Justice - Ontario Colleges and Universities* (Activity 2; one per student)
- Copies of the *Pathways to Careers in Justice* program comparison chart (Activity 2; one per student).
- Copies of *Cover Letter Overview* (Activity 3; one per student)
- Copies of *Sample Cover Letter* (Activity 3; one per student)

Teaching and Learning Strategies

The following activities may be delivered consecutively or individually.

Activity 1 – A Day in the Life of a Justice Sector Professional

1. Have students review the *Careers in Justice* handout either individually or as a class. Ask students to identify which careers they find interesting and why.
2. Divide the class into pairs based either on students' common interests in a particular career, or at random. Have each pair select a different career from the handout and research the following:
   - University, college or special training programs required for the career
   - Whether the career is regulated by a professional organization
   - 3 essential skills or work habits
   - 3 possible employers (students may consult websites such as www.workopolis.com, www.monster.ca, www.linkedin.com or www.charityvillage.com for assistance)
   - Other related justice sector careers

   For junior classes, consider making this a unit summative by adding a presentation component. Ask each group to prepare a 5-10 minute presentation on their career for the class. Students can include the general information provided in the handout as an introduction. Presentations may include visual aids such as videos, PowerPoint presentations, overheads or role plays. If time does not permit presentations, have students submit the information in typed form and compile it into a booklet for students to use as a resource.

Activity 2 – Pathways to Careers in Justice

1. Have students select a career from the *Careers in Justice* handout and research three different academic programs at a university, college or professional training program that prepares a person for that career. Students can refer to the *Ontario Colleges and Universities* handout for a full listing of colleges and universities in Ontario. Have students record their findings in the *Pathways to Careers in Justice* program

comparison chart. To encourage students to gain an awareness of the varied Pathway options, you might consider having them research three programs at different levels of learning (i.e., one university program, one college program and one professional training program).

2. Ask students to consider the discussion questions individually and then *Think Pair Share* with a partner. Debrief as a class.

3. Optionally, have students prepare a three-year plan that outlines what academic program they are interested in; what secondary school courses are required; when the courses will be taken; how the admission requirements will be satisfied, including any internships or additional certifications needed; and how the student plans to fund the post secondary program. Have students present the information in a creative manner, such as a t-chart, flow chart or concept map.

Activity 3 – Applying for a Career in Justice

1. Review the *Cover Letter Overview* and *Sample Cover Letter* with students.

2. Have students select a career from the *Careers in Justice* handout and prepare a cover letter as if they were applying for that job. Students will need to conduct research on the qualifications they need for the job (i.e. education, work experience, volunteer experience, certifications, etc.). Alternatively, they can use the same career they researched in Activity 1, if completed.

3. Once students have finished a draft, have them exchange their letters with another student to be peer assessed.

Extension

1. Have students prepare a career fair. Assign students to be responsible for certain careers and arrange for guest speakers to come to the school to discuss their career in the justice sector. Optionally, invite other classes to participate. If this is already a requirement of the course, have students choose one career in the justice sector and one career outside.

2. Invite one or more guest speakers to come into the classroom to speak with students. For assistance finding justice sector volunteers, contact OJEN at info@ojen.ca.

3. As a class, brainstorm recent controversies or debates surrounding one or more of the careers in justice. Issues may focus on anticipated changes to the qualifications or responsibilities attributed to a career, the creation of a new career or the merger of two career titles. Have students work individually or in groups to research one of the controversies and summarizing their findings for the class. Some examples include:

   - Should judges have to be bilingual?
   - Should judges be elected rather than appointed?
   - Why did paralegals become more heavily regulated in Ontario?
   - Should law school graduates continue to acquire an articling position before becoming a lawyer?

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STUDENT HANDOUT

CAREERS IN JUSTICE

For each of the following justice sector careers, the following information has been provided:

- **WHAT** the career is about (i.e. a description of that career);
- **HOW** a person pursues that career (i.e. the education and training required); and
- **WHERE** a person who holds that career may work (i.e. the different environments and potential employers)

Each career may include many subsets of jobs so only general information that those jobs have in common has been included. Please note that this information is relevant for Ontario only.

Arbitrator

WHAT: Arbitrators assist conflicting parties to resolve legal issues without going to court. Arbitrators are different than mediators because their decisions are binding and final whereas mediators' decisions are suggestions and parties can leave the talks at any time. There are two different kinds of arbitration: regular arbitration and family arbitration. In family cases, arbitrators cannot grant a divorce but they can decide on custody, support and access. In both cases, arbitrators act as neutral third parties to assess the situation and decide on the issues of the case. After a decision has been made, it enters the court to become enforced.

HOW: In order to become an arbitrator, you need to attend an arbitration and hearing course approved by ADR Institute of Canada, as well as pass an exam at the end of the course. There are specific training requirements for different areas of arbitration. For example, family arbitrators must take a family law course.

WHERE: Arbitrators are employed by arbitration organizations.

Bailiff/Sheriff

WHAT: Bailiffs and sheriffs serve court documents (e.g. summonses, claims and warrants), seize and sell property as decided in court, and escort prisoners to court while maintaining order in the court. Private bailiffs are not employees of the government and are primarily hired to sell repossessed goods in order to recover money owed to their clients. They can also manage and evict tenants if acting on behalf of a landlord.

HOW: In order to become a bailiff, you need to complete secondary school. While a college diploma in legal studies is sometimes required, you could also be qualified if you have experience in law enforcement and a general knowledge of relevant laws.

WHERE: Bailiffs and sheriffs work in courthouses, but also can work in correctional institutions, offices or privately.

Border Services Officer

WHAT: Border services officers are federal law enforcement officers who work for the Canada Border Services Agency. They maintain peace by enforcing customs- and immigration-related legislation, such as the *Customs Act* and the *Immigration and Refugee Protection Act* as well as the *Criminal Code of Canada*. In doing so, they guard Canada against threats such as incoming diseases and illegal firearms or objects.

HOW: Border services officers must have a secondary school diploma. You also need a valid driver's license, Standard First Aid training, and completion of both the Canadian Firearms Safety course and Restricted Firearms Safety course. Officers are trained at the Canada Border Services Agency Learning Centre, where they complete a combined 22 weeks of training.

WHERE: Border services officers work in highway, air, marine or rail positions across Canada's borders and airports.

Canadian Security Intelligence Service Officer

WHAT: Canadian Security Intelligence Service (CSIS) officers can work in a number of different areas within CSIS including administration, communication, science and technology, human resources, intelligence analysis, intelligence collection, law and security. CSIS is a national security establishment that investigates threats, analyzes information and produces intelligence in order to protect the country and its citizens. This includes dealing with threats of terrorism, espionage, foreign interference and cyber-crime.

HOW: : In order to qualify for a position with CSIS, you need to be a Canadian citizen, pass a drug test, and receive top secret security clearance. Different positions call for different qualifications, but an undergraduate degree in a related field and at least one year of experience or a college diploma and three years of experience are typical requirements for positions like intelligence officer or surveillant. Some positions also require a driver's license. Intelligence officers have to be able to relocate anywhere in Canada or abroad.

WHERE: CSIS officers can work in the main CSIS office in Ottawa or a regional office across Canada.

Child and Youth Worker

WHAT: Child and youth workers offer assistance to youth through outreach programs and community involvement. They assist their clients in dealing with social and personal issues by providing them with the resources and support they need to grow and be successful adults. They work with young people in government or private homes, agencies, treatment centres or group homes. They can also be involved in the community in school-based or recreational programs. In each setting, child and youth workers are responsible for completing and filing the proper documentation.

HOW: In order to become a child and youth worker, you must graduate from a child and youth worker program at a Canadian college or university. Along with communication skills and problem solving skills, people working in this position should have a genuine passion

for working with youth. The work can be physically and mentally demanding, as child and youth workers may be required to work days or nights, up to seven days per week.

WHERE: Child and youth workers are employed by counselling organizations and work in office environments, but can also visit clients in their homes.

Client Services Representative

WHAT: Client services representatives work at public counters in courthouses. They receive documents, pull court files, take and process payments and fees, provide witness fees and answer questions of the public. They also prepare statistics and forms and enter the information into a database.

HOW: There are no specific educational requirements for this position; however, you do need a working knowledge of legislation and court practices. A diploma in a law-related field is an asset. Communication and computer skills are also important assets for this job. A criminal record check is necessary when beginning this position.

WHERE: Client services representatives work in courthouses.

Communications Dispatcher

WHAT: Communications dispatchers work for the police service. They receive and process 911 emergency calls from the public and other agencies, and dispatch police officers using a computer system.

HOW: The minimum requirements for communications dispatchers include the completion of secondary school and at least one year of customer service experience.

WHERE: Communications dispatchers work in police stations across the province.

Community Legal Worker

WHAT: Community legal workers provide public legal education and assistance to those in the community. They work with clients involved in legal matters (e.g. landlord and tenant disputes) and provide legal education to students, teachers, parents and community members. A community legal worker typically performs duties such as intake, advocacy, legal research, community development and representation of clients. Representations are usually at administrative tribunals and boards (as opposed to courts), and local meetings between parties. In some legal aid clinics, community legal workers can perform the same duties as licensed paralegals.

HOW: In order to become a community legal worker, you need to have a secondary school diploma and a bachelor's degree. Degrees in areas such as social work, human justice, sociology and psychology are desired. Most positions also require some sort of experience working directly with people, either in a related field or in another position like teaching, social work or government relations.

WHERE: Community legal workers are employed by community legal clinics, government facilities, health clinics and social work agencies.

Correctional Services Officer

WHAT: Correctional service officers, known at one time as prison guards, are responsible for maintaining care, custody and control of offenders in correctional facilities. They are responsible for the supervision of offenders in different institutions, as well as assisting offenders in rehabilitation. In doing so, they often work in collaboration with outside organizations and individuals.

HOW: In order to become a correctional service officer, you have to complete your secondary school diploma or its equivalent. A university degree or college diploma in a correctional- or law-related field is an asset. Certification in Emergency First Aid, CPR, and Automated External Defibrillator are also mandatory, along with a series of aptitude, behavioural and cognitive tests. These include fitness tests, reference checks, security clearance, medical clearance and the completion of an 8-week training program.

WHERE: Correctional service officers work in provincial jails, detention centres and correctional centres.

Court Artist

WHAT: Court artists document trials through drawings. They are used more frequently in countries like Canada where cameras are banned in trials. Most court artists work as freelancers or are employed by news outlets. In both cases, court artists earn their living by selling their pictures to news outlets for print or online viewing.

HOW: Formal education in art is an asset, but is usually not required for this position. Instead, those with artistic talents will be able to achieve more success. One of the most common ways to become a court artist is to practice and begin selling prints to news outlets.

WHERE: Court artists work in courthouses across the province.

Court Clerk and Registrar

WHAT: Court clerks and registrars assist judges in ensuring the court runs smoothly. Court clerk refers to the position at the Ontario Court of Justice level, while court registrar refers to the same position at the Superior Court of Justice level. Their duties include opening and closing the court, calling cases, reading charges, recording pleas, swearing in witnesses and interpreters, tagging and storing exhibits, keeping track of the court documentation and recording dispositions.

HOW: There are no specific educational requirements for this position; however, a diploma from a law-related program or experience in the legal field are desirable, and may be necessary. Best-suited applicants are very organized with strong written and oral communication skills.

WHERE: Court clerks and registrars work in federal, provincial and municipal courthouses.

Court Interpreter

WHAT: Court interpreters help people who are unable to communicate in the language of the court proceeding by providing continuous, precise and impartial interpretation of what

is going on in the room. Court interpreters translate what the individual is saying as well as what everyone else in the room is saying. They operate in many different languages, including American Sign Language. Court interpreters can assist in all types of hearings including in criminal, family and civil courts as well as administrative tribunals. In doing so, they have an important role in providing access to justice for clients unable to speak English or French.

HOW: Most court interpreters and translators do freelance work, meaning they do not hold a long-term commitment to any employer and work only when their services are required. In Ontario, you need to apply to be an accredited freelance court interpreter with the Ministry of the Attorney General before you can be hired. To be accredited, you need to pass a Bilingual or English court interpreting test, attend a training seminar and pass a related test, and complete a background check. While education is not necessary in order to pass these tests, an undergraduate degree in language and specialization in the legal field are assets.

WHERE: Court interpreters typically travel wherever needed, such as law firms, legal clinics, courtrooms, administrative tribunals and sites where negotiations are conducted.

Court Reporter and Court Monitor

WHAT: Court reporters and court monitors take a complete verbatim record of court proceedings and produce transcripts from these records. Court monitors record court proceedings using digital recording equipment while court reporters use shorthand, a steno mask or a stenotype machine to record proceedings.

HOW: The main criteria for becoming a court reporter or monitor is the ability to type quickly (50 wpm) and correctly with a superb knowledge of English grammar and spelling. Because of the need for familiarity with legal and technical terms, having a legal background (such as previous experience as a legal secretary or law clerk) is an asset.

WHERE: Court reporters and court monitors work in federal, provincial and municipal courthouses.

Court Service Officer

WHAT: Court service officers (CSO) work primarily in the Superior Court of Justice. In jury trials, a CSO assists with the jury panel during the selection process, trial and deliberations. They also prepare the courtroom, escort the judicial official to and from the courtroom, provide assistance to the judicial official during the proceeding, call witnesses and assist members of the public in order to maintain order in the courtroom.

HOW: There are no specific educational requirements for this position; however, since knowledge of court proceedings and court decorum are necessary, a legal education or prior experience in the legal field are assets.

WHERE: CSOs work in federal, provincial and municipal courthouses.

Criminologist

WHAT: Criminologists are specialists in the study of crime and the criminal justice system.

They are knowledgeable in criminal legislation and study the acts and patterns of criminal offenders, as well as society's responses to crime. Although most of their work involves understanding crime and the operation of the systems that responds to it, they may be involved in individual cases in order to give context to a particular situation.

HOW: A master's or doctorate degree in criminology or a related discipline, such as sociology, political science or psychology is required.
WHERE: Criminologists work in universities, government departments related to the criminal justice system (such as the police or corrections) or from home.

Forensic Scientist

WHAT: Forensic scientists apply science to law by interpreting evidence found at crime scenes or other material that may have a role in a proceeding. During the process of evidence examination, they are responsible for keeping documentation on their findings. They also have laboratory duties, such as creating substances used to identify evidence. During a trial, they can be called as a witness to express their expert opinion on evidence that is important to a case.

HOW: In order to become a forensic scientist, you need to have a 4-year honours degree in science and usually a master's degree in science. Only those who are considered the top in their field can move on to more specific specializations. You also need excellent communication skills for when you have to explain your results to a court.

WHERE: Forensic scientists work in laboratories or morgues across the province. They do not go to crime scenes unless they are also a police officer.

Immigration Officer

WHAT: Immigration officers in Canada are divided between two branches: the Department of Foreign Affairs, Trade and Development (DFAD), where they work in Canada, and the International Region of Citizenship and Immigration Canada, where they spend two-thirds of their time working in another country. Immigration officers with the DFAIT draft legislation and refugee policies, prepare reports for the Minister of Foreign Affairs on current issues, and liaise with the media and general public. International region officers interview applicants for business immigration, as well as refugees, visitors and students. They also visit airports to verify travel documents, monitor and report on immigration-related issues and supervise other immigration staff.

HOW: For both positions, you need to be a Canadian citizen, know two languages, complete exams and interviews, and pass a security clearance. You also need either a master's degree in a related field, a law degree or two bachelor's degrees.

WHERE: Immigration officers work in immigration offices in Canada or around the world.

Judge

WHAT: Judges are responsible for adjudicating various types of court cases and ensuring that laws and procedures are being followed and

executed in a fair manner. In non-jury trials, judges listen and assess the evidence and make fair and impartial decisions. They are required to provide oral and written reasoning for their decisions. In cases where a jury is present, the judge is responsible for instructing them on how to properly apply the law in coming to a decision. Once appointed, a judge can remain in that position until reaching the age of 75.

HOW: In order to become a judge, one must be a licensed lawyer with at least 10 years experience in the legal field. They must be in good standing with the Law Society of Upper Canada. Judges therefore must have both a university undergraduate degree and a law degree, and have been called to the bar in Ontario.

WHERE: Judges work in federal and provincial courthouses.

Judicial Secretary

WHAT: Judicial secretaries provide administrative support for judges. They organize judges' schedules, process invoices and mail, maintain filing systems, take dictation, compose correspondence and write up judgments or legal documents in order to allow the judge to completely focus on what they hear in court.

HOW: Like any secretarial position, strong typing, computer, grammar, spelling and communication skills are needed. Most judicial secretaries also have previous experience as legal assistants or secretaries that will help them understand the legal processes they will deal with as part of their job.

WHERE: Judicial secretaries work in courthouses.

Justice of the Peace

WHAT: Justices of the peace are provincially appointed judicial officers responsible for court-related duties, such as administering oaths, issuing subpoenas, and conducting bail hearings. They are permitted to decide whether or not an offender may be released for bail, and are able to offer reduced sentences or fines before trial for those who have committed offences contrary to Provincial legislation.

HOW: To be eligible for consideration by the Judicial Appointments Advisory Committee, you need to have either a university degree or college diploma in a relevant field. You also need work or volunteer experience in a relevant field, an understanding of the needs of the community where the court is located, an understanding of the justice system, and experience making good judgments. Being bilingual is considered an asset.

WHERE: Justices of the peace work in federal and provincial courthouses.

Law Clerk

WHAT: Law clerks assist lawyers and have some of the same responsibilities as legal assistants or paralegals. They perform administrative tasks such as preparing, filing and organizing documents and do research in preparation for cases.

HOW: A diploma from a law clerk or related program is necessary for this position, along with relevant experience. Many colleges across Ontario offer law clerk programs, sometimes with specializations such as real estate, corporate and commercial law and litigation.

WHERE: Law clerks can work in private law firms, government offices or corporate law departments.

Law Librarian

WHAT: Law librarians organize and maintain legal collections in law libraries. They are knowledgeable in organizing, accessing and locating legal resources. They provide training and support to lawyers, law students, the judiciary and other members of the legal community in accessing legal resources online and in print.

HOW: There are no specific educational requirements for this position; however, a Master of Library and Information Studies and/or a library technician's diploma from an accredited school are the new standards. Exceptional research skills are necessary and knowledge of legal systems and the law are assets.

WHERE: Law librarians can work in a variety of locations including courthouse libraries, law schools, law firms, the government, banks and for legal publishers.

Lawyer

WHAT: Lawyers are licensed legal professionals who provide various legal services .They act for clients in many different types of legal transactions and court proceedings. They are responsible for applying the law to clients' situations and providing advice and services accordingly. Lawyers typically specialize in particular areas of the law, such as family, corporate, criminal, property, wills and estates or civil litigation.

HOW: In order to become a lawyer, you need an undergraduate university degree and law degree from an accredited law school. Lawyers must write the LSAT before law school and write and pass the bar examinations after law school. Successful completion of the Law Society of Upper Canada's lawyer licensing process is required, which includes the barrister and solicitor examinations and a 10-month articling term. Commencing in the 2014-15 licensing year, lawyer licensing candidates will have the option of completing the traditional 10-month articling term, or a Law Practice Program (LPP), which will involve four extra months of classroom training and a four-month co-op placement.

WHERE: Lawyers can work in a number of places, including law firms, the government, corporations, community organizations, not-for-profit organizations or they can be self-employed.

Legal Assistant/Legal Secretary

WHAT: Legal assistants or legal secretaries are responsible for law-related administrative tasks. They assist in the general organization of law offices, including maintaining the filing system, scheduling meetings and maintaining office supplies. They also prepare and input legal documents through correspondence, proofreading and making sure they are compliant with legal procedures.

HOW: A secondary school diploma is required. Completion of a one- or two-year college program or other program for legal secretaries is usually required. Strong writing and typing skills are necessary.

WHERE: Legal assistants or secretaries work in office environments in a variety of different forms, such as law firms and government agencies.

Legislator

WHAT: Legislators are appointed or elected to a legislative body. They participate in the process of drafting and passing bills into law. They complete a significant amount of research and participate in discussions and debates pertaining to proposed legislation.

HOW: A bachelor's degree is required and many legislators often also have graduate and/or law degrees. Knowledge of politics, law and societal issues are necessary. Prior government participation is an asset.

WHERE: Legislators can work in federal, provincial, territorial or municipal legislative bodies, executive councils, band councils or school boards.

Master

WHAT: Masters are provincially appointed judicial officers who sit in the Superior Court of Justice. They are partly-empowered meaning they have jurisdiction over certain, but not all, matters. Masters typically hear less formal, civil hearings such as uncontested matters. Masters differ from judges in that they have no jurisdiction in trials or appeals, and all their decisions can be reviewed by or appealed to a judge. They do not hear oral evidence, so all evidence must be written in an affidavit. Masters cannot amend the orders of a judge.

HOW: Becoming a master is very similar to becoming a lawyer. In order to become a lawyer, you need an undergraduate university degree and law degree from an accredited law school. Lawyers must complete the Law Society of Upper Canada's lawyer licensing process, which includes the barrister and solicitor examinations and a 10-month articling term. Masters must have at least 10 years experience in the practice of law. All masters are appointed by the provincial government.

WHERE: Masters work in Superior Courts of Justice in Toronto, Windsor and Ottawa.

Mediator

WHAT: Mediators assist parties in settling legal disputes outside of court. They differ from arbitrators in that parties can choose to end the negotiations and choose not to accept the mediator's suggestions. Decisions made by arbitrators are binding. Meditation is available to resolve disputes in various areas of the law including family law, civil disputes and consumer contracts.

HOW: In the past, there was no formal training or education required to become a mediator. However, as mediation becomes more regulated, an accreditation with a well-recognized organization (such as the Ontario Association for Family Mediation or ADR Institute of Ontario) is becoming a necessity. To become an accredited mediator, most organizations require a university degree, certificate from Family Mediation Canada or 10 years of experience in human services. You also need to pass a 40-hour training course from an organization approved by the ADR Institute of Ontario.

WHERE: Mediators who are accredited can work in courthouses. Otherwise, mediators work in law offices or businesses dedicated to dispute resolution.

Native Court Worker

WHAT: Native court workers help to ensure that Aboriginal people dealing with legal disputes are being treated fairly and in a way that recognizes and is sensitive to their culture. They provide support for all Aboriginal people regardless of status or where they reside. Support can come in a number of different forms, including assistance in obtaining counsel, advising clients about the legal process, providing information about Gladue reports and referrals to treatment, counselling or other community groups.

HOW: There are no specific educational requirements for this position; however, knowledge of the law and the judicial system are assets. It is beneficial to speak at least one native language, although it is not required. Ties to the community you plan to work in are often necessary.

WHERE: Native court workers can work at courthouses, correctional centres, community centres, designated Indian Friendship Centres, legal aid offices, band offices or law firms.

Notary Public

WHAT: Notary publics draft and issue legal documents such as deeds, contracts and affidavits. They can also verify signatures.

HOW: Notary publics are often lawyers, although it is not required. Lawyers in good standing with the Law Society of Upper Canada can apply for a notary public appointment through the Ministry of Government Services by completing an online application form. Non-lawyers can apply for an appointment as a non-lawyer notary public by completing an online application through the Ministry of Government Services.

Non-lawyer applicants do not require a specific education or certification; however, a non-lawyer can only become a notary public if their job requires them to notarize documents in the province of Ontario for the following: senior government officials, Ontario registered corporations engaged in international or inter-provincial trade and/or commerce, patent and trademark agents, or head offices of national or provincial unions engaged in out-of-province business.

WHERE: Notary publics can work in government offices, courthouses, law firms or private businesses.

Paralegal

WHAT: Paralegals represent clients and can proceed in giving legal advice, drafting documents for use in a proceeding and negotiate on behalf of a person in court. They can also represent someone in Small Claims Court, in the Ontario Court of Justice, on some summary conviction offences and before administrative tribunals. Since 2007 when regulations for paralegals changed, they are no longer able to appear in family court.

HOW: In order to become a licensed paralegal, you need to complete a college-level legal services program and pass the regulatory

examination with the Law Society of Upper Canada. In order to maintain their license, paralegals need to have liability insurance. Oral and written communication skills are necessary. Unlicensed paralegals must work under the direct supervision of a licensee, such as a lawyer.

WHERE: Licensed paralegals can work independently or for law firms, courthouses, legal clinics, financial institutions, government or corporate legal departments.

Patent Agent

WHAT: Patent agents work with scientists, researchers and developers of new technologies to help them protect their work. Patent agents advise clients on patent law and on the patentability of inventions, conduct patent searches, prepare patent applications and represent clients before the patent office.

Patent agents differ from trademark agents in that they can file patent applications on behalf of others.

HOW: There are no specific educational requirements for this position; however, a bachelor's degree or college diploma in a related scientific or technical discipline is an asset, as is a master's degree in a related scientific discipline. Having a strong technical background and excellent writing skills help patent agents describe the inventions they protect. Patent agents must complete a one-year apprenticeship and then complete a set of exams that are administered by the Commissioner of Patents. Patent agents pay annual fees in order to maintain their standing.

WHERE: Patent agents can work at law offices, technology companies or in independent practice.

Police Officer

WHAT: Police officers are responsible for protecting the public and preserving the peace. To do so, police officers must prevent crimes, provide assistance to the public, apprehend criminals, lay charges, execute warrants and enforce the laws and by-laws of their region.

HOW: In order to become a police officer there are a number of tests that must be completed, including vision tests, physical and mental capability tests, and a criminal record check. A driver's license, First Aid certificate and CPR training are also necessary, along with completion of an Ontario Association of Chiefs of Police certificate. Police officers are only required to have a secondary school diploma; however a diploma or degree in police foundations, law and security or another law-related program may be an asset. A strong commitment to community involvement is also necessary.

WHERE: Police officers work in federal, provincial, regional or municipal police forces, as well as the armed forces.

Press, Member of the

WHAT: Members of the press document and report on court cases for media outlets such as newspapers, magazines or television stations. Their job includes attending court, doing research on cases and interviewing the parties or witnesses. There are some

privacy restrictions that they have to abide by, including not being able to take pictures or recordings while in court. Some cases can have specific information banned from being published, such as witness testimony.

HOW: A university degree or college diploma in journalism or a related field such as communications is usually required. Completion of an internship or previous experience in the field is often required before becoming a permanent staff person of a media outlet. Some also write articles or take pictures on a freelance basis. Exceptional writing skills are required.

WHERE: Members of press work at publication offices or from home.

Private Investigator

WHAT: Private investigators are hired to gather information about civil and criminal cases, including settling domestic disputes and finding missing persons. In order to do so, they engage in surveillance, undercover investigations and background research. Their tasks depend on their clients, but many are hired by industrial companies, corporations, attorneys or private individuals.

HOW: Private investigators in Ontario must be licensed by Service Ontario. In order to be eligible for the application, the licensee must be 18 years of age or older, eligible to work in Canada, have a clean criminal record and must have successfully completed the private investigator basic training course and passed the relevant basic test.

WHERE: Private investigators work at security and investigation agencies, private companies or from home.

Probation or Parole Officer

WHAT: Probation and parole officers ensure public safety by managing offenders that are serving their sentences in the community. They work with the offenders to help them reintegrate with society through rehabilitation and adhere to the conditions of their release. Some duties include assessing and investigating offenders' past and present behaviours, supervising released offenders, offering guidance and preparing pre-sentence reports. Probation officers monitor offenders who have been released but are still under supervision, and parole officers monitor offenders who are completing their sentence outside of a facility, but are technically still considered a detainee.

HOW: In order to become a probation or parole officer, a university degree or college diploma in a related field such as sociology, social work, justice studies, psychology or criminology is required and a master's degree is an asset. It is also necessary to complete training offered by the province. Any prior experience working with offenders is very valuable. In some cases, knowledge of Aboriginal culture or language is an asset. Applicants must possess strong verbal and written communication skills, maturity, good judgement and should enjoy helping people.

WHERE: Probation and parole officers work in offices and courthouses, and visit offenders' homes and workplaces. Parole officers can also work in penitentiaries.

Security Guard

WHAT: Security guards are primarily responsible for the overall safety and security of the assets they are employed to protect, including people, property and information. Their duties include theft and vandalism prevention, patrolling areas on foot or in vehicles, performing security checks, controlling access to establishments, maintaining order and enforcing policy and procedures.

HOW: In order to become a security guard, you have to obtain a security guard license from the Ministry of Community Safety and Correctional Services, Private Security and Investigative Services Branch. This includes a 40-hour training course and an exam. A clean criminal record is necessary before enrolment. Training is provided for airport security guards and establishment-specific training may be provided for other security guards. Security guards carrying firearms require a licence.

WHERE: Security guards can work in various locations, including large and small businesses, airports, organizations, events, construction or development sites and on mobile patrol.

Social Worker/Social Service Worker

WHAT: Social workers or social service workers navigate, administer and implement a variety of community services and social assistance programs for people in need. They are trained to advocate, counsel, empower and assist clients to deal with individual, family and social issues. Social workers and social service workers interview clients individually, in families or in groups to assess their situation and determine the types of services required. They provide counselling services and plan programs of assistance for clients, including referrals to agencies that provide financial assistance, legal aid, housing, medical treatment and other services. Social workers and social service workers may develop or advise on social policy legislation, conduct social research and assist in community development. They may also investigate cases of child abuse or neglect and take authorized protective action when necessary

HOW: In order to become a social worker in Ontario, a bachelor's degree in social work is required and a master's degree is an asset. Social service workers require a college diploma from an accredited Social Service Work program. Social workers and social service workers must register with the Ontario College of Social Workers and Social Service Workers.

WHERE: Social workers can work in hospitals, school boards, social service agencies, group homes, child welfare organizations, correctional facilities, community agencies, employee assistance programs, Aboriginal band councils or in private practice.

Trade-mark Agent

WHAT: Trade-mark agents advise clients on intellectual property matters and represent clients before the Registrar of Trade-Marks. They also advise on the registrability of trade-marks and trade-mark licensing requirements, and represent clients at proceedings before the Trade-Marks Opposition Board, and in related proceedings.

HOW: Trade-mark agents are required to hold a license from the Canadian Intellectual Property Office. To qualify as an agent, applicants must reside in Canada and pass an examination conducted jointly by the Intellectual Property Institute of Canada and the Registrar of Trade-Marks, Canada Intellectual Property Office. They must also pay an annual renewal fee. Licensed barristers or solicitors may perform 24 months of work in the area of trade-mark law, including preparing and filing applications, instead of writing the examination.

WHERE: Trade-mark agents can work in law offices, independent practice or in-house for a company.

Trial Coordinator

WHAT: Trial coordinators are responsible for coordinating the administrative and procedural functions of federal, provincial and territorial courts. Their duties include scheduling trial dates and supervising the maintenance of court records. They are also in charge of responding to enquiries regarding matters that do not appear on court lists.

HOW: There are no specific educational requirements for this position; however, having a degree or diploma in a law-related field is an asset. Several years experience as a court clerk or in another court service occupation is usually required.

WHERE: Trial coordinators work at federal, provincial and municipal court houses.

Victim Witness Service Worker

WHAT: Victim witness service workers ensure that victims of and witnesses to crimes are treated with respect and are kept informed throughout the judicial process. They act as support by assessing victims' or witnesses' particular situations, and providing crisis intervention, emotional support and referring them to other professionals if necessary. Victim witness service workers answer questions about the criminal justice system and court procedures, and help clients understand what to expect at court dates. They will also contact the Crown Attorney or police in charge of a client's case on their behalf and help clients prepare Victim Impact Statements. They offer emotional support throughout the court process and make referrals to community services such as counselling and safety planning.

HOW: To become a victim witness service worker, a college diploma or university degree in a related field such as social work, social service work, counselling or assaulted women's and children's counselling is considered an asset. Victim witness service workers must have great communication skills, proficiency with computers and knowledge of the criminal justice system. Experience dealing with crisis response, either through volunteer work or previous work experience, is an asset. In some cases in Ontario, speaking both French and English is required.

WHERE: Victim witness service workers are employed by government offices, courthouses, non-profit or community organizations.

PATHWAYS TO CAREERS IN JUSTICE - Ontario Colleges and Universities

Colleges

School Name	Main Location	Website
Algonquin College of Applied Arts and Technology	Nepean	www.algonquincollege.com
Cambrian College of Applied Arts and Technology	Sudbury	www.cambriancollege.ca
Canadore College of Applied Arts and Technology	North Bay	www.canadorecollege.ca
Centennial College of Applied Arts and Technology	Toronto	www.centennialcollege.ca
Collège Boréal	Sudbury	www.collegeboreal.ca
Conestoga College Institute of Technology and Advanced Learning	Kitchener	www.conestogac.on.ca
Confederation College of Applied Arts and Technology	Thunder Bay	www.confederationc.on.ca
Durham College of Applied Arts and Technology	Oshawa	www.durhamcollege.ca
Fanshawe College of Applied Arts and Technology	London	www.fanshawec.ca
Fleming College of Applied Arts and Technology	Peterborough	www.flemingcollege.ca
George Brown College of Applied Arts and Technology	Toronto	www.georgebrown.ca
Georgian College of Applied Arts and Technology	Barrie	www.georgiancollege.ca
Humber College Institute of Technology and Advanced Learning	Toronto	www.humber.ca
La Cité collégiale	Ottawa	www.lacitec.on.ca
Lambton College of Applied Arts and Technology	Sarnia	www.lambton.on.ca
Loyalist College of Applied Arts and Technology	Belleville	www.loyalistcollege.com
Mohawk College of Applied Arts and Technology	Hamilton	www.mohawkcollege.ca
Niagara College of Applied Arts and Technology	Welland	www.niagaracollege.ca
Northern College of Applied Arts and Technology	Timmins	www.northernc.on.ca
St. Clair College of Applied Arts and Technology	Windsor	www.stclaircollege.ca
St. Lawrence College of Applied Arts and Technology	Kingston	www.stlawrencecollege.ca
Sault College of Applied Arts and Technology	Sault Ste. Marie	www.saultcollege.ca
Seneca College of Applied Arts and Technology	North York	www.senecac.on.ca
Sheridan College Institute of Technology and Advanced Learning	Oakville	www.sheridancollege.ca

PATHWAYS TO CAREERS IN JUSTICE - Ontario Colleges and Universities

Universities

School Name	Main Location	Website
Algoma University	Sault Ste. Marie	www.algomau.ca
Brock University	St. Catharines	www.brocku.ca
Carleton University	Ottawa	www.carleton.ca
Dominican College	Ottawa	www.collegedominicain.ca
Lakehead University	Thunder Bay	www.lakeheadu.ca
Laurentian University	Sudbury	www.laurentian.ca
McMaster University	Hamilton	www.mcmaster.ca
Nipissing University	North Bay	www.nipissingu.ca
OCAD University	Toronto	www.ocadu.ca
Queen's University	Kingston	www.queensu.ca
Royal Military College	Kingston	www.rmc.ca
Ryerson University	Toronto	www.ryerson.ca
Trent University	Peterborough	www.trentu.ca
University of Guelph	Guelph	www.uoguelph.ca
University of Ontario Institute of Technology	Oshawa	www.uoit.ca
University of Ottawa	Ottawa	www.uottawa.ca
University of Toronto	Toronto	www.utoronto.ca
University of Waterloo	Waterloo	www.uwaterloo.ca
University of Windsor	Windsor	www.uwindsor.ca
Western University	London	www.uwo.ca
Wilfrid Laurier University	Waterloo	www.wlu.ca
York University	Toronto	www.yorku.ca

PATHWAYS TO CAREERS IN JUSTICE

CAREER: _____

Institution Name	Program Name	Course Description	Admission	Tuition and Fees	Sources of Financial Aid	Additional Training Required for Career

DISCUSSION QUESTIONS

1. In your opinion, what are the strengths and weaknesses of each program?

2. Which program would you choose? Why?

3. Which courses would you take to benefit your future career? (Junior students can look at high school courses and senior students can look into the specific courses in the post-secondary programs)

4. Are there internship or co-op opportunities available in any of the programs? If yes, what would be some transferable skills the internship or co-op placement would provide you? Give an example of the activity and the skill you would develop from your participation.

Cover Letter Overview

A cover letter is a document usually given to an employer at the same time as a résumé when applying for employment. Cover letters are important to the job search process because it is the first thing an employer sees when considering you for a position. The purpose of the cover letter is to convince the employer that you are the right person for the position and that they should continue to consider you by reviewing your résumé.

CONTACT INFORMATION

Cover letters are formal documents that take more time to fully complete than many people realize. To begin, you must include your contact information, which should coordinate with your résumé. You should follow with the information of the employer. This includes the name and position of the hiring manager, the company name and the address. If you don't know who the hiring manager is, their name and position can be left out.

SALUTATION

The salutation follows the employer's address. Keep the salutation formal and professional. For example, if you are addressing Thomas Smith, make sure to write "Dear Mr. Smith", not "Dear Tom". Many students are tempted to begin their letter with "To whom it may concern" if they are unaware of the hiring manager's name. Instead, write "Dear Sir or Madam."

INTRODUCTORY PARAGRAPH

The first paragraph introduces who you are and why you are writing. You could begin with a sentence such as, "I am writing to express my interest in employment with your company." In this section, you should describe yourself briefly and establish some personal connection with the company. This shows that you know something about the organization and that you are not sending out a standard cover letter. You can consider discussing your interest in the field, how your experience connects to the mandate or work of the organization, or even the office you wish to be placed at.

BODY PARAGRAPHS

The body paragraphs should be used to demonstrate how your skills and experience make you a suitable candidate for the position you are applying for. You want to set yourself apart from other candidates by highlighting particular aspects of your training that directly relate to the job. This could be from your education, previous job experiences or even volunteer experiences. It is important not to restate the exact same information that is in your résumé in your cover letter. Instead, try to link your skills to the desired attributes in the job posting. For example, rather than saying *"I have experience working as a law clerk at Law Firm X,"* say *"My experience at Law Firm X provided me with strong written and oral communication skills that will make me an asset to your company."* Try to be specific about whether the positions you are discussing are paid or volunteer experiences. You should also link your specific examples to any transferable skills that the job description may have listed. In this section, you may also want to address any questions that might be raised from your résumé, such as if you possess the required certifications or the time commitment you are willing to make.

CONCLUSION PARAGRAPH - CLOSING

The last paragraph should be used to thank the employer for their consideration. It is generally a short paragraph (i.e. 1-2 sentences) that summarizes your application and invites the employer to contact you for an interview. It is followed by a salutation such as Best Regards, Sincerely, Yours Truly, etc. The salutation should be followed by your signature and typed name.

TIPS

- Limit the cover letter to one page.
- Everything should be typed except for your signature, which should be in pen.
- Your cover letter should be printed on white paper with black font in a clear 12-point type (e.g. Times New Roman, Arial, etc.).

Sample Cover Letter

Elizabeth Bennet
423 Justice Street
Anywhere, ON A1A 1A1

July 6, 20XX

William Darcy
Darcy Family Mediation Services
322 Rich Street
Anywhere, ON A2A 2A2

Dear Mr. Darcy:

I am a recent Social Work graduate from York University and I am writing to apply for a Social Worker position with Darcy Family Mediation Services. I have experience counselling both children and adults and believe my combination of education and practical skills will allow me to make an immediate contribution to your organization.

As an undergraduate student at York University, I had the opportunity to intern with Lucas Family Services. This experience exposed me to the importance of non-profit family mediation services and the reality that many families living in poverty are not able to access such services. Through this experience I developed strong client interviewing skills and honed my ability to provide counselling support for clients. I also had the opportunity to conduct educational workshops in the community and participate in community outreach programs. I am confident that these skills will enhance my ability to work with parents and children as a social worker at your organization. I have recently obtained my registration with the Ontario College of Social Workers and Social Service Workers and I am eager to start my career in Social Work.

I have included a copy of my résumé for your review. I would welcome the opportunity to meet with you in person to discuss my suitability further. I can be reached by phone at (123) 456-7890 or by email at lbennet@mail.ca. Thank you for your consideration and I look forward to hearing from you.

Best regards,

Elizabeth Bennet

Elizabeth Bennet, BSW