

Date: October 29, 2024

Job Posting: **POA Court Monitor & Administrative Clerk**

Eligibility: C.U.P.E. Local 17

Essential Duties and Responsibilities:

Reporting to the POA Court Services Manager, this role will provide court monitor support for POA court matters and administrative and clerical support to POA administration, including Commissioner of Oaths for taking Affidavits.

The primary responsibilities of this position include but are not limited to:

- Facilitates virtual (Zoom) court and attends in-person court for clerk/monitoring duties including maintaining electronic recording equipment, executing proper courtroom protocol, swearing in witnesses, arraigning defendants, and taking direction from presiding official.
- Responsible for the maintenance, management, reporting and updating of dispositions of court dockets.
- Responds in person, over the telephone or electronically to a variety of inquiries from the public and court officials to issues and relevant client procedures under legislation, including, but not limited to the Provincial Offences Act, Highway Traffic Act, Liquor Licence Act.

Administrative:

- Posts all payments received over the counter and through the mail collected to ICON system.
- Balances all monies collected to ICON financial reports daily and prepares cash reconciliation reports.
- Updates ICON system re all cash disbursements, i.e. overpayment refunds, duplicate refunds.
- Pulls non-sufficient funds (NSF) information as recorded on ICON reports and processes as necessary.
- Receives, counts, stamps and files Certificates of Offences and other Court documents - i.e. POA Part I and III information and summonses. Verifies against control lists, confirms and returns lists to enforcement agencies. Enters data into ICON database.
- Retrieves filed documents, compiles and matches "Fail to Respond" docket to be sent for judicial review, POA I and II, updates on system when returned, files same.
- Processes walk-in guilty pleas, extensions of time to pay, reopening's, motions and other court documents and applications.
- Receives requests for Part I and II trials by mail and in person and schedules Court dates exercising delegated signing authority and forwards requests to Court ensuring accompanying paperwork is correct.

POA Court Monitor/Admin. Clerk

- Coordinate with judiciary, prosecutor and defendants to schedule special trials.
- Prepares and updates court dockets using the ICON database and files completed and adjourned matters appropriately and accurately.
- Performs such other related duties within the general parameters of this job description, as may reasonably be requested by the POA Court Services Manager, which may be amended from time to time.

Education, Experience, Knowledge, Skills:

- Minimum Grade 12 Education or equivalent related experience. Knowledge of Ontario Court (Provincial Division) Area Court Office practices and procedures as they relate to processing of documents and cashier function, and to respond to related inquiries.
- Working knowledge of the POA procedures, legislation, and processes.
- Certified through the Court Reporters' Association of Ontario would be considered an asset.
- Requires strong computer skills such as word processing, spreadsheet input and familiarity with software programs such as Zoom Meetings, Microsoft Office and Adobe Pro.
- Ability to perform data entry accurately and quickly on ICON system.
- Ability to exercise initiative and judgement in identifying and resolving system problems related to ICON.
- Ability to work in high volume environment under pressure and to work professionally with judiciary, enforcement agencies, legal professionals, and the public.
- Must have strong organizational and time management skills, the ability to multitask, and work well with minimal supervision.
- Must have strong interpersonal and communication skills, both verbal and written.
- Must be bondable.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.

Compensation:

This is a permanent full-time, 35-hour work week unionized position with a 2024 job rate of \$28.47. Upon successful completion of a five-month probationary period the wage will rise to 31.28/hour.

Accessibility:

The Town of Parry Sound is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Accommodation will be provided in all parts of the hiring process as required under the Town of Parry Sound Recruitment Policy. If you require an accommodation, we will work with you to meet your needs.



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Application Process:

Interested candidates may submit via email in one document, your resume and cover letter under the subject line "**(your name – POA Court Monitor & Administrative Clerk)**" to Pamela Langevin, Human Resources. This posting will remain open until filled.

We thank all applicants for their interest. We will contact those applicants selected for an interview.

Privacy:

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.