

The District Municipality of Muskoka is currently recruiting for a Courts Administration Clerk



The District

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [Watch our video](#) to learn more.

The Opportunity

As the Court Administration Clerk, you will provide customer service to the general public, justice stakeholders, legal profession and law enforcement agencies. This job carries out the assigned/ delegated statutory functions of the “Clerk of the Court” for all Provincial Offences under the jurisdiction of the District Municipality of Muskoka.

What you will do:

- Prepare and distribute court documents to establish jurisdiction of charges before the court, including Notices of Trial, Re-opening applications, early resolution notices and appeal documentation for filing with the Superior Court.
- Respond to queries and liaise with the judiciary, the public, enforcement staff, Defense agents, counsel, prosecutors, defendants, civilian witnesses and various justice partners, relating to various Provincial, Federal and Municipal legislation.
- Perform administrative duties related to courts administration and the statutory duties of Clerk of the Court, including; vetting charges, court files, notice of intention to appear, extension applications and intake court matters.

What you will need:

- Graduation from a two (2) year Community College program in a Law or Office Administration or equivalent.
- Minimum of three (3) years’ experience in a court, or legal environment.
- Working knowledge and understanding of provincial offences law in Ontario coupled with practical knowledge of court policies and procedures, as well as legal and technical terms and procedures.

For a full outline of the responsibilities and requirements, please review the job description by clicking [here](#).

What we are offering

This is a **permanent part time** opportunity at the District. The annualized compensation range for this role is **\$25.93 – \$28.41**. The District is also proud to offer the following to our permanent employees:



The Next Step



If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect and Integrity, Innovative Leadership, Synergy and Experiences), please review the “How to Apply” instructions on our website and then submit your application: www.muskoka.on.ca/careers

This posting closes on Wednesday April 13, 2022 @ 12:00 p.m.

Visit our [careers page](#) for other opportunities.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals

Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.