



External Posting

Posting Date: Wednesday, September 11, 2019 **Closing Date:** Wednesday, September 25, 2019 @ 12:00 NOON
Wage: \$ 23.08 - \$ 25.32 per hour **Classification:** CUPE Inside Class 4

The Legislative Services department is currently looking for a:

Temporary, Full-time, Courts Administration Clerk Up to eight (8) months

This role provides customer service to the general public, justice stakeholders, legal profession and law enforcement agencies. 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.

This job will work a 35-hour work week, Monday to Friday.

Responsibilities of the Courts Administration Clerk will include, but not be limited to:

- 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.
- Receive legal documents, proof for accuracy, and administer the legislated processes for the public and Provincial Offence stakeholders.
- Enter and maintain data using various Provincial computer software and databases (eg. ICON and CAMS).

The skills, experience and qualifications we are seeking for this job include:

- 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.

We would expect that your strengths will include a proven ability to deal effectively with the legal profession, law enforcement, judiciary, municipal departments and the public in a professional, courteous and efficient manner employing a high degree of tact and diplomacy. You will have excellent attention to detail and analytical skills that allow you to function autonomously, in a high volume, fast paced environment, while maintaining a high degree of confidentiality, tact and diplomacy. We consider being bilingual an asset for this role.

If you have the necessary skills, experience and qualifications, please review the **“How to Apply”** instructions on our Website before submitting your application.

[Watch our video](#) to learn more about working at the District!

The District Municipality of Muskoka is committed to meeting its obligations under the *Ontario Human Rights Code* and 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.