



The Corporation of the City Of Brantford
Legal & Real Estate

requires

Provincial Offences Administration- Administration Clerk

Job ID# 1524

Reporting to the Manager, Court Administration, the POA Administration Clerk will be responsible for completing a variety of courtroom and clerical duties including: customer service responses and dealing with inquiries from various stakeholders via phone, email and in person, receipt and processing of various forms of fine payments, data processing with the Integrated Court Offences Network (ICON), enforcement of defaulted fines, transferring and accepting court documents to other court jurisdictions, preparing, sorting, filing, mailing and storing court documents, scheduling court matters, operating court recording equipment, providing assistance to the judiciary, law enforcement agencies, legal professionals and the public in a courtroom setting.

QUALIFICATIONS

- Posses a two (2) year community College Diploma with emphasis in Business Administration, Law Clerk or equivalent
- Over one (1) year prior experience in a Court setting and experience with various methods of payments, bookkeeping, courtroom and collection procedures
- Experience in the duties of a Court Reporter and/or Court Clerk for scheduling and maintaining court decorum
- Must have a solid working knowledge of pertinent procedures, rules, statutes and regulations of court administration and possess working knowledge of the Provincial Offences Act, Highway Traffic Act and other related statutes and legislation
- Outstanding customer service interpersonal skills in dealing with legal counsel, judiciary, enforcement agencies and the public to maintain confidence in the judicial system
- Exercise good judgement and discretion in dealing with confidential information
- Computer literacy utilizing the ICON system, Liberty Digital Recording, CAMS, ZOOM and MS Office applications in a Windows environment
- Exceptional organizational and time management skills
- Possess excellent conflict resolution and de-escalation skills
- The ability to handle several tasks at one time while maintaining the highest level of accuracy
- The ability to assess priorities and work independently and in a team accurately and efficiently with a high volume workload

WAGE/SALARY RANGE: \$31.87 to \$35.41 per hour (based on 35 hours a week) plus benefits.

To apply on-line, please visit the City of Brantford website at <https://careers.brantford.ca/> and click on **Current Opportunities**.

Closing date for applications: **Thursday, May 12, 2022, at 4:30 p.m.**

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.