



**The Corporation of the City Of Brantford
Legal**

requires

Administrative Assistant - Prosecution

Job ID# 1671

Reporting to the Manager of Prosecutions, the Administrative Assistant - Prosecution is responsible for providing administrative support related to the Prosecution Division. Duties included but are not limited to:

- Provide confidential administrative support to the Municipal Prosecutions Team and assume responsibility for all routine administrative details.
- Prepare, compose correspondence, forms and reports.
- Compile Disclosure materials requesting routine documents/information for disclosure, assembling documentary evidence and ensuring security and integrity of material.
- Receive and prepare case files and other court documents/forms. Organize and assemble prosecution files for court dockets, tracking and reviewing incoming prosecution briefs.
- Schedule meetings as required.
- Respond to inquiries and liaise with members of the legal profession, enforcement agencies, and respond to inquiries and/or requests in person, via email and telephone.
- Update and maintain manual and computerized filing systems.
- Input and retrieve data and generate reports/searches from computer-based information systems (i.e. ICON and CAMS).
- Receive and organize applications for adjournments.
- Sort and distribute incoming and outgoing communications including correspondence and facsimile ensuring urgent matters are suitably expedited.
- Responsible for ensuring customer services function for the division including answering phones and responding to inquiries.
- Assist with the upkeep and maintenance of files, creating new files, organizing contents of existing files and purging of same.
- Work in accordance with the provisions of applicable Health and Safety legislation and all City of Brantford corporate and departmental policies and procedures related to Occupational Health and Safety.
- Perform other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

- A two (2) year community college diploma in Legal Assistant, Business or Office Administration or equivalent.
- A minimum of one (1) year previous experience working in a legal environment.
- Working knowledge of Provincial Offences Statutes, Highway Traffic Act, Provincial Offence Act and provincial offences court procedures and legal terminology.
- Ability to communicate in a professional manner with staff, clients and legal professionals.
- Strong time management, multi-tasking and organizational skills.
- A team player with excellent interpersonal skills.
- Ability to work independently by following instructions with minimal supervision, taking initiative and meeting tight deadlines.
- Proficient in a computerized environment with knowledge of Microsoft Office software (Outlook, Word, Excel and PowerPoint). Integrated Court Offences Network (ICON), Court Administration Management System (CAMS), SharePoint as well as other computer systems.
- Demonstrated ability to input data at and acceptable speed (i.e. 50 WPM).
- Demonstrated ability to communicate effectively both verbally and in writing. Must demonstrate proficiency in Business English.

- Ability to use general office equipment including telephone, printer, scanner, facsimile, calculator, binding machine and shredder.
- Demonstrated ability to research/investigate issues and resolve problems.

WAGE/SALARY RANGE: \$27.79 to \$34.74 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, December 15, 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.