



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

requires

**Provincial Offences Administration-Administrative Clerk (Contract - Up to 12
Months)
Job ID: 2031**

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our Work from Home arrangement. The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Manager, Court Administration, the POA Administration Customer Services Clerk/Cashier will be responsible for completing a variety of clerical duties including: 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, knowledge in operating court recording equipment for backup purposes and responding to and dealing with inquiries from various stakeholders.

QUALIFICATIONS

- A Community College Diploma with emphasis in Court Support Services, Business Administration and /or Law Clerk/Administration.
- Previous experience in a Court setting and experience with various methods of payments, bookkeeping and collection procedure and Court Reporter
- A solid working knowledge of pertinent procedures, rules, statutes and regulations of court administration
- A working knowledge of the Provincial Offences Act, Highway Traffic Act and other related statutes and legislation
- Outstanding customer service skills
- Excellent interpersonal skills in dealing with judiciary, legal counsel, enforcement agencies and the public
- The ability to maintain confidentiality and exercise good judgment and discretion in dealing with confidential information in responding to inquiries
- Computer literacy utilizing the ICON system, Liberty Digital Recording, and MS Office applications in a Windows environment
- Exceptional organizational skills
- The ability to handle several tasks at one time
- The ability to assess priorities and work independently and accurately within a high volume and diverse workload.

WAGE/SALARY RANGE: \$32.95 to \$36.61 per hour (35 hours per week).

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, March 28, 2024, 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.