



Screening Officer – Automated Speed Enforcement **(12 month contract)**

The Town of Bradford West Gwillimbury offers a return to small town charm while being one of the country's fastest growing communities. We are a vibrant, thriving community that possess a sense of pride and where community spirit prevails. Our town is committed to being a complete and healthy community where there are opportunities for everyone to contribute and to benefit. We are looking for two highly motivated professional to contribute to the Corporate Services Department.

Reporting to the Director of Corporate Services, this position is responsible for administering and reviewing penalty orders that enforce provincial legislation and municipal by-laws pertaining to Automated Speed Enforcement (ASE).

Duties and Responsibilities

- Responds to inquiries and provides written and verbal clarification of by-law regulations, administrative processes, related legislation, complaint procedures, appeals, and the Administrative Monetary Penalty (AMP) Notices system.
- Reviews Penalty Orders in the first step of the appeals process.
- Receives requests for Penalty Notice screenings, schedules and conducts screening reviews and renders decisions based on applicable regulations and Town policies.
- Conducts screening reviews in-person, by phone or online and provides written notice of a decision to the defendant.
- Schedules, documents, and notifies defendants of screening decisions and assists with scheduling hearing appointments.
- Assists in the preparation of and distribution of evidence packages for hearing officers.
- Processes and mails notices regarding penalties associated with AMPs.
- Takes payments and enters into the software.
- Updates databases to maintain accurate records of AMP screenings.
- Communicates with SSPS, MTO, MAG and other agencies as needed, in addition to working in a coordinated effort with multiple internal staff/departments – liaises with MAG Defaulted Fines and Control Centre and courthouse and other staff regarding info relating to plating.
- Maintains a good working relationship with the public and agencies, etc.; monitors Ontario Traffic Council activities.
- Dispatches maintenance technicians to check the status of automated speed enforcement equipment to maintain operations and review the status as the result of tickets and/or complaints regarding its functionality.
- Review and provide input into SOP's and other ASE-related policies as necessary.

Key Competencies and Qualifications

- Post-secondary diploma in law enforcement (or related) with particular emphasis on conflict resolution, mediation, adjudication, de-escalation and professional communication.
- Completion of a Municipal Law Enforcement Officer (MLEO) program preferred.
- Minimum of three years of closely related experience, preferably within a municipality, or that of previous experience providing services in a court system, legal environment or parking enforcement setting involving direct contact with the public.
- Working knowledge of Automated Speed Enforcement Regulations, policies and procedures.
- General knowledge of the Highway Traffic Act, Municipal Act, Municipal Freedom of Information and Privacy Protection Act, municipal by-laws, Provincial Offences Act, Occupational Health and Safety Act, and other related legislation.
- Ability to promote a culture of inclusiveness and work with a diverse population of employees, council, boards and the general public.
- Availability to work outside business hours as required
- Ability to complete a Criminal Record & Judicial Matters Check upon hire

The position offers a salary range of \$36.75 to \$45.93 (2024 rates) with a 35-hour workweek and the ability of flexible work arrangements.

To explore these challenging opportunities further, we invite qualified applicants to visit the [current opportunities](#) section of the Towns career site. Closing date for this position is April 15, 2024.

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

The Town of Bradford West Gwillimbury is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.

The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.