



The Town of Newmarket, Legislative Services
Requires Two (2) **Provincial Offences Officers, ASE**
Full-time – (35 hours per week)

Under the direction of the Manager, ASE & AMPS, the Provincial Offences Officer, Automated Speed Enforcement (ASE), is responsible for reviewing camera-based evidence of alleged offences under the Highway Traffic Act, pertaining to Automated Speed Enforcement; processes penalty orders to owners. Verifies that evidence meets the appropriate threshold of the alleged offence while ensuring strict regulated timelines are adhered to. Responsible for all associated administrative functions to effectively process enforcement, as well as document management and reporting activities.

How do I qualify?

- Post-secondary diploma in Municipal Law, Police Foundations or an equivalent combination of education and experience.
- Provincial Offences Officer designation with the Ministry of Transportation. (Can be obtained during employment).
- Demonstrated experience in municipal law, private investigation, security or equivalent.
- Demonstrated sound knowledge of computer software applications such as Microsoft Office (Word, Excel, Outlook).
- Working experience with or in a regulatory environment.
- Effective customer service, interpersonal, public relations, and problem/complaint resolution skills.
- Ability to effectively resolve problems/complaints while maintaining composure regardless of the demands of the environment.
- Effective investigation, analytical, negotiation and mediation skills.
- Demonstrated oral and written communications skills; attention to detail and accuracy are required.
- Due to the responsibilities of this position a Criminal Record & Judicial Matters Check satisfactory to the Town is required.

Salary: \$62,791 - \$78,489

How do I apply?

Please apply online at www.newmarket.ca by 5:00 p.m. on **May 16, 2024**, quoting the file number **24-81**.

The Town of Newmarket is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process. Please no phone calls.