



The Town of Newmarket, Legislative Services
Requires Six (6) **Screening Officers**
Full-time – (35 hours per week)

Under the direction of the Manager, Automated Speed Enforcement (ASE) & AMPS, the Screening Officer is responsible for receiving requests to dispute Administrative Penalties under the Administrative Monetary Penalty System (AMPS), scheduling screenings with disputants and determining appropriate outcomes as they relate to all Municipal By-laws enacted under AMPS and Automated Enforcement under the Highway Traffic Act (HTA).

How do I qualify?

- Post-secondary Diploma in Municipal Administration, Municipal Law Business Administration, Police Foundations or related discipline, or equivalent combination of education and experience.
- Demonstrated experience in Municipal law, private investigation, security or equivalent, working experience with or in a regulatory environment.
- Demonstrated strong interpersonal, communication and customer service skills including demonstrated ability maintaining confidentiality, dealing with the public, as well as handling difficult individuals.
- Demonstrated oral and written skills regarding legal documentation; report writing, attention to detail and accuracy are required.
- Demonstrated knowledge in computers, skills and efficiency in the use of MS Office (Word, Excel, Outlook) and spreadsheet application, along with knowledge of relevant case management software.
- Exceptional investigative/research, analytical/problem solving, adjudication and mediation, and effective resolution, organizational and time management skills.
- Ability to work effectively with all levels of staff with tact and diplomacy.
- Ability to work independently with minimal supervision.
- Working knowledge of the Municipal Act and the Highway Traffic Act, applicable by-laws, court adjudication settings municipal and provincial regulations.
- Due to the responsibilities of this position a Criminal Record & Judicial Matters Check satisfactory to the Town is required.

Salary: \$69,071 - \$86,338

How do I apply?

Please apply online at www.newmarket.ca by 5:00 p.m. on **May 27, 2024**, quoting the file number **24-90**.

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.