



VISION:

A city that inspires

MISSION:

Working together to enhance the quality of life for all residents

VALUES:

Sustainability,
Inclusivity, Innovation,
Accountability,
Excellence,
Bilingualism

COURT ADMINISTRATIVE CLERK

Codiac Regional RCMP– Job # P1260

CLOSING DATE: NOON – AUGUST 9, 2024

JOB SUMMARY:

This position reports directly to the Manager of Courts and Records. This is a bilingual position, which requires the incumbent to communicate with internal clients within the policing group. Contact with other government agencies, the courts and the public are an essential part of this position.

Starting Salary range: \$46,832 - \$55,102

APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at www.moncton.ca/careers. We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit www.moncton.ca/careers for information on the hiring and application process at the City of Moncton.

WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

This position is a unionized position. The City of Moncton offers an attractive salary and benefits package in accordance to the City Hall Employees Association / PSAC Local 60200 Collective Agreement.

[CHEA Collective Agreement](#) [City of Moncton Salary and Wage Scale](#)

EDUCATION:

- High School graduate or equivalency.
- Must have a 2-year College Diploma in Business Administration or equivalent Diploma or Degree in another related discipline with relative business related courses.

EXPERIENCE:

- A minimum of three (3) years experience in performing similar or related duties would be an asset.
- Requires knowledge of legal phraseology and court procedures and a general knowledge of the various federal and provincial statutes as well as municipal by-laws.
- Previous experience in a law office, police force, or other policing agencies would be a definite asset.

LANGUAGE:

- Fluently bilingual in both official languages.

KNOWLEDGE, SKILLS AND ABILITIES:

- Requires minimum typing speed of forty (40) w.p.m.
- Knowledge and work experience in word processing and data entry.
- Must possess an above-average level of commitment, initiative, tact, judgement and be a self-motivator. These attributes are essential to the proper handling of legal documents and the meeting of deadlines.

CONTACT:

- Must possess a high level of maturity, tact and discretion to be able to deal effectively with court personnel, solicitors, and senior officers in the RCMP, as well as other enforcement agencies.

SUPERVISION:

- No direct supervisory responsibilities.

CONDITIONS OF WORK:

- Work will be reviewed by the supervisor for completeness, accuracy and results.
- All employees must comply with Council and Corporate adopted policies. (e.g. Attendance Management, Respectful Workplace and Health and Safety).
- It is a condition of employment that the incumbent must be of the highest integrity and character and will be subjected to security screening to the “Enhanced Reliability” level. This involves background and character investigation of successful applicants and their immediate families. This is required prior to the necessary level of security clearance being granted for this position. This level of security must be maintained throughout the duration of employment in this position. Similarly, the incumbent’s use of all police information will be in accordance with RCMP policy, regulations and directives. Since the work is of a confidential nature, the incumbent must be prepared to undertake an Oath or Affirmation of Secrecy and Loyalty.
- The working conditions are in concurrence with the CHEA / PSAC Local 60200 Collective Agreement.
- Works in a modern office environment. Workload ranges from moderate to heavy, but generally working within constant deadlines. Flexibility and the ability to work under constant pressure are urgent pre-requisites. The consequence of error is one of the more pressing considerations. Improper charges, dismissed cases, incorrect appearance dates, wrong witnesses, civil suits, and considerable embarrassment to the City and the RCMP could be the result of even a small error. Scheduled start time can range between 6:30 AM and 8:30 AM.

ADDITIONAL COMMENTS:

- It is a condition of employment that the incumbent must be of the highest integrity and character and will be subjected to RCMP security screening. This involves background and character investigation of successful applicants and their immediate families. This is required prior to the necessary level of security clearance being granted for this position. Must maintain necessary RCMP security clearance requirements for this position throughout the duration of employment. Failure to do so will result in loss of employment. Similarly, the incumbent’s use of all police information will be in accordance with RCMP policy, regulations and directives. Since the work is of a confidential nature, the incumbent must be prepared to undertake an Oath of Affirmation of Secrecy.
- Testing in either official language could be required. Other relevant testing may be administered.