



## THE CORPORATION OF NORFOLK COUNTY – JOB POSTING

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**Posting #:** CUPE 91.24 (Repost)

**Position:** Court Administration Clerk

**Job Code:** 5POCRT

**Status:** Temporary Full Time (date of hire until May 23, 2025)

**Employee Group:** CUPE Local 4700

**Wage:** \$26.95 - \$33.65 per hour (2024 rate)

**Department:** Financial Management and Planning Department

**Division:** Corporate Services

**Reports To:** Supervisor, Corporate Collections

**Location:** Simcoe

**Posting Period:** December 17, 2024 to January 2, 2025

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### How to Apply:

Follow the link below for the application process through Google Chrome or Microsoft Edge:

<https://apply.workable.com/j/4733FC823E>

- Ensure the file extension for your resume document is .doc, .docx or .pdf
- If you are electing to include a cover letter, the cover letter and resume must be uploaded as 1 file.

Find out more information about Norfolk County here: [Employment at Norfolk County - NorfolkCounty.ca](https://www.norfolkcounty.ca/employment)



**Basic Function:**

To act as the primary courtroom clerk and provide administrative support service to the Ontario Court of Justice, Provincial Offences Court, judiciary, prosecution, enforcement agencies, court security and various POA Stakeholders, as well as to provide customer service and receive and process payments pertaining to *Provincial Offences Act* offences.

**Knowledge and Experience:**

- Post-secondary degree in a program such as court administration, legal administration, law, business or office administration plus over one year administrative experience

OR

- Post-secondary diploma plus over two years' current related experience in court administration
- Experience in scheduling and court clerking an asset.

**Skills and Abilities:**

- Knowledge of principles, practices and procedures of court administration and court clerking.
- Working knowledge of the *Provincial Offences Act*, *Highway Traffic Act*, *Courts of Justice Act* and other related statutes and legislation, as well as legal and technical terms and procedures used in a Court and administration setting.
- Computer expertise required in Corporate standard software (Microsoft Office) with proficient skills in Microsoft Excel and Word to maintain statistical information along with extensive knowledge of department-specific software including ICON and Liberty Digital Recording System.
- Ability to exercise discretion, judgement and work independently with a high degree of accuracy and initiative.
- Proven multi-tasking skills with an ability to handle multiple items, projects and responsibilities with the ability to handle multiple tasks independently.
- Excellent interpersonal and conflict resolution skills, demonstrated tact and professionalism in dealing with the public, staff, judiciary, prosecutors and enforcement agencies.

- Good communication skills and organizational abilities including detailed documentation and record-keeping skills with the capacity to work under pressure, listen effectively and deal with emotionally charged situations.
- Must be aware of safe work practices as they relate to job responsibilities and work environment, and have the basic understanding of the *Occupational Health and Safety Act*.

**Position Description:**

- To provide high quality and efficient front counter and telephone service by delivering a wide range of information and transactional services including the operation of a point of sale terminal to process and complete payment transactions including receiving money, making change, issuing and balancing payment receipts, preparing and balancing documentation and delivering bank deposits as required.
- To act as a Courtroom Clerk; endorsing court dispositions, recording court proceedings, arraigning, swearing in defendants, officers, witnesses, making notes for transcription purposes, scheduling court matters and related court updating.
- To provide assistance with collection activities including recording data for collection projects to assist in efforts to collect monies owing on court-ordered fines for the County.
- To provide assistance to the judiciary, general public, police, legal professionals and various POA stakeholders as it relates to court matters and administrative inquiries.
- To prepare court orders, jail papers, probation orders, general warrants, bench warrants, *Dog Owner's Liability Act orders* (DOLA) and motions.
- To prepare for court proceedings, setting up court, testing recording equipment, distributing and posting court dockets, scheduling court dates, updating of court dispositions onto ICON, updating of court dockets, extensions and re-openings.
- To keep reports for statistical purposes up to date for performance reporting and budget purposes, on all court-related items (Courtroom Utilization Sheet/ISCUS, appeals, re-openings and charter arguments).
- To perform the keying of Informations, Part 1 charges and Part 2 charges into the ICON system, enter financial data entry, statistical information, on-line payment tracking and various other forms of data onto Excel and Word spreadsheets.

- Monitor and oversee the operation of PayTickets. Includes collecting statistics, balance payments, investigate unmatched payments, liaise regarding outstanding matters or changes.
- Develop and maintain Fail to Respond spreadsheets
- Record write-offs in ICON for underpayments and overpayments on fines processed
- Develop and maintain database to track all Part 3 Informations that are received and entered into CAMS and ICON.
- Prepare, submit and track all work orders for POA office through PEARL and excel spread
- Act as the emergency warden for the POA and lobby area.
- Maintain and store monthly key logs for OPP security and Ministry of Attorney General auditing purposes
- Adhere to the Ministry of Attorney General for standards for security, by ensuring records for authorization badges are maintained and allocated appropriately.
- To monitor email inquiries and direct to the appropriate individual for response and follow-up action.
- To ensure the safe and secure daily opening and closing of the office administration and courtroom areas each day.
- To assist with the development and facilitation of training and related programs as required.
- To participate in committees and/or working groups on behalf of Norfolk County as required.
- To prepare and present written and verbal reports, policies and procedures and/or recommendations to staff, Council, external agencies and the public as required.
- Assist to review and develop office protocol and procedures as new case law develops
- Participate as an Associate Member in Municipal Court Managers' Association of Ontario.
- Act as the front line reception for the Provincial Offences Administration function.

- Responsible and accountable for detailed knowledge and understanding of all other positions in POA to act as primary back-up.
  - To perform all other duties as assigned.
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The Corporation of Norfolk County is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Successful applicants are required to provide the Employer with a current Criminal Record Check, including a Vulnerable Sector where required and verification of education.

Thank you for your interest in this position. Only those to be interviewed will be contacted.