
Non-Union

Job Title:	Court Services Prosecutor	# Required:	1
Job Opening Id:	41811	Division:	Legal and Court Services
Business Unit:	Corporate Services	Standard Hours:	35.00 / week
Location:	Court Services Welland	Regular/Temporary:	Regular
Full/Part Time:	Full-Time	Salary Range:	\$ 83,550.00 - \$ 98,290.00
Salary Grade:	6	Close Date:	2025-03-24
Post Date:	2025-03-11		

IMPORTANT NOTICES AND AMENDMENTS

SALARY IS CURRENTLY UNDER REVIEW

2025 Non Union salary changes will be effective on April 27, 2025. The posted salary ranges will be adjusted at that time based on outcomes of the interview process.

This position currently falls within our hybrid model, allowing the employee to typically work a minimum of 50% of your time at your re

As an employer of choice, Niagara Region offers competitive salaries and benefits, a defined benefit pension plan, a corporate wellness centre, a training programs, employee recognition programs, and more. In addition, the Region recognizes the value of having flexible work arrangements may vary from one employee to another and may also differ in the number of remote workdays. These opportunities remain subject to the alignm

ABOUT US

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working with our partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities. The Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both culture and history. The Niagara region is home to the Niagara peninsula, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. In the United States, York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

At Niagara Region, we value diversity - in background and experience. We are proud to be an equal opportunity employer. We aspire to hire and deliver better programs and services across Niagara.

We welcome all applicants! For more information about diversity, equity, and inclusion at Niagara Region, Diversity, Equity and Inclusion - Niagara Region, please email myhr@niagararegion.ca

For the Region's full employee equity statement, Working at Niagara Region - Niagara Region, Ontario.

Don't have every qualification?

You may be hesitant to apply if you do not have every qualification listed in the posting. While specific qualifications are important for certain roles, we encourage you to apply if you have the education to apply. Our recruiters will evaluate your suitability for the role.

Please note that for unionized roles, we must follow collective agreement requirements. However, we encourage all interested candidates to submit their resume for consideration, even if they do not meet the single requirement.

JOB DESCRIPTION

Job Summary

Reporting to the Manager Prosecution & Collection Services the Court Services Prosecutor is responsible for providing services and representing the Region in the prosecution of Offences Act cases before the Ontario Court of Justice for offences under Provincial Statutes, Federal Statutes and Municipal By-Laws.

Education

- Paralegal degree and licensed with the Law Society of Ontario, or equivalent designation.

Knowledge

- 3-5 years of courtroom experience or equivalent work experience in a legal department/firm or law enforcement is preferred.
- Previous experience providing support and training to per diem prosecutors and staff dealing with prosecution matters is preferred.
- Licensed member in good standing with the Law Society of Upper Canada.
- Comprehensive knowledge of Provincial Offences Act, Highway Traffic Act, Canadian Constitution, Charter of Rights and Freedoms.
- Experience in a computerized environment with knowledge of Microsoft Office and database management software.
- Ability to communicate and provide legal services in both English and French is preferred.

Responsibilities

Conducts prosecutions in accordance with the Ministry of Attorney General standards, Inter-municipal Agreement, by-laws and other Statutes, selected Federal Statutes and Municipal By-laws in Provincial Courts, reviewing briefs, court attendances, overseeing the

- Evaluates charges to determine if there is a reasonable prospect of conviction.
- Reviews admissibility of evidence.
- Determines the appropriate course of action, researching and analyzing issues.
- Researches and prepares specific case law responses.
- Conducts motions, trials and other court proceedings.
- Reviews and prepares disclosure as required.
- Reviews statements of witness, interviewing and preparing witnesses.
- Prepares and directs the preparation and serving of associated court documents.
- Orders transcripts as required.
- Request interpreters as required
- Negotiates settlements as required.
- Participates in early resolution meetings, pre-trials and first-attendance meetings, discussing charged with defendants or legal counsel or reducing the charge, and attending before the Justice of the Peace for final decision.

Conducts appeals before the Ontario Court (Provincial Division) as either the appellant or respondent which includes drafting grounds of appeal and making submissions.

- Reviews and analyses existing programs and procedures to ensure compliance with current case law and legislation and Provincial

Provides expertise in the interpretation of legislation, policies and procedures.

- At the direction of the Senior Prosecutor, provides advice, guidance and training to per diem prosecutors, law enforcement officers, Regional staff, municipal staff and others as required with respect to requirements and procedures under the Provincial Offences Act, methods of dealing with complex legal issues and related issues.
- Notifies Senior Prosecutor and, if appropriate, local Crown Attorney and the Attorney General of any matters that may raise substantial issues.
- Notifies the Regional Federal Crown Prosecutor for offences designated as contraventions under the Contraventions Act.

Conducts legal research to support prosecution/appeal activities and arguments.

Liaises with staff concerning disclosure requests, received and plea acceptance and motions.

Special Requirements

- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to undergo a Criminal Record Check.
- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff must maintain ability to travel in a timely manner to all court locations in the Niagara Region.

HOW TO APPLY

To view the full job description and requirements, visit our Careers page - **Job Opening # 41811**

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges...today!

Let us know why you would be an excellent team member by submitting your online application **no later than March 24, 2025, before midnight** Eastern Standard Time. If you have any questions regarding your application or their interest however, only those candidates selected for an interview will be contacted.

Application Link:

https://careers.niagararegion.ca/psp/careers/EMPLOYEE/PSFT_HR/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST

If you require an accommodation for the application process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, please contact:

- Phone: 905-980-6000 or 1-800-263-7215
- Bell Relay: 1-800-855-0511

- In-person: Sir Isaac Brock Way, Thorold, ON, L2V 4T7 – Human Resources Department