

Welcome to Northumberland County, where you can build a thriving career while making a lasting impact in our communities. We're a forward-thinking organization, setting the standard for county government by providing leadership and support to our municipalities and residents.

We're committed to your growth, offering educational and career development opportunities to help you reach your full potential. Our dedication to diversity, equity, and inclusion reflects the rich communities we serve, driving innovation and excellence in our workforce.

Join Northumberland County and be part of a team that values your growth, supports your well-being, and empowers you to make a difference.

**Currently, we are looking to fill the following vacancy:**

### Administrative Clerk, Court Services

Permanent, full-time position

Wage: \$28.73-\$35.86 (based on a 35-hour work week)

Under the direction of the Court Services Manager, you will primarily be responsible for providing general administrative support to the Provincial Offences Act Office. You will attend the front counter to respond to requests and inquiries from the general public, agencies and the Judiciary; collect fine revenue, data input utilizing the provincial ICON (Integrated Court Offences Network) computer system and respond to telephone customer service inquiries. You will also provide information on POA processes and procedures; receive charging documents from Enforcement agencies; distribute court dockets; balance daily revenues and prepare daily bank deposits.

Additional responsibilities include taking minutes during meetings; reception coverage, maintaining office filing system, providing administrative and court assistance to the POA Financial and Court support functions as required, providing administrative support with respect to expense reports and invoicing, and other duties as assigned.

#### Qualifications & skills:

- Post-secondary education in administration, legal, accounting, or a related field;
- Minimum two years' of related experience;
- Working knowledge of the Provincial Offences Act and the rules and procedures of the Ontario Court of Justice (Provincial Offences);
- Previous experience in a law office or similar legal environment would be considered an asset;
- Must have excellent organizational, customer service and communication skills;
- Strong math and computer skills including proficiency in Microsoft Office Suite;
- Working knowledge of ICON, and CAMS and Great Plains is considered an asset;
- Strong ability to multi-task and meet established deadlines;
- Ability to maintain a high level of confidentiality in all interactions;
- Ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times;
- Ability to work well individually and as part of a team;
- Superior telephone manners and strong interpersonal skills;
- Ability to foster effective working relationships with senior leadership team, peers, clients, and external contacts.

#### What Makes a Career at Northumberland County Different?

Unlock your potential: At Northumberland County, your growth matters. We offer professional development and provide opportunities that empower you to excel and advance in your career.

Join a passionate team: Be part of a diverse, inclusive team where collaboration thrives, and every voice is valued. Together, we achieve greatness.

The Best of Both Worlds: Enjoy the beauty of natural living alongside a vibrant, dynamic work environment, offering the perfect blend of career success and work-life balance.

### What We Offer:

- **Comprehensive Health Plans:** We care about your well-being, offering occupational and mental health supports, an Employee and Family Assistance Program (EFAP), and benefits plans for eligible staff.
- **Competitive Compensation:** We regularly review pay equity and compensation to ensure competitive salaries, supporting a livable life.
- **Livable Communities:** Enjoy access to beaches, trails, restaurants, and cultural events. Northumberland County offers a unique combination of natural beauty and vibrant community life.
- **Learning and Development:** Professional development is at the heart of our success, providing opportunities for growth and excellence.
- **Retirement Savings:** We offer the exceptional Ontario Municipal Employee's Retirement System (OMERS), a defined benefit pension plan to help you plan for a stress-free retirement.
- **Employee and Family Assistance Plan:** Our wellness program includes health support and assistance to ensure your well-being.
- **Work-Life Balance:** We offer flexible work options such as compressed working weeks, and potential hybrid work arrangements for eligible positions to encourage the right balance between work, life and play

At Northumberland County, you'll find endless opportunities for growth, a supportive team, and a perfect balance between rewarding work and natural living —join us and make a difference in a place where your career and well-being truly matter.

### How to Apply:

When emailing your application, please indicate what source you found this posting in and please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word (.doc) or Adobe (.pdf)).

The successful candidate will be required to submit a satisfactory criminal background check prior to the commencement of employment.

We invite you to submit your application **by 4:30pm on Friday, April 11, 2025**, to:

Human Resources  
County of Northumberland  
555 Courthouse Road  
Cobourg, ON K9A 5J6  
**Email:** [hr@northumberland.ca](mailto:hr@northumberland.ca)  
Fax: 905-372-3046

We thank all applicants for their interest, however, only those selected for an interview will be notified.

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to [accessibility@northumberland.ca](mailto:accessibility@northumberland.ca) or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of

