

# City of Kingston

## Court Clerk Cashier



**Department/Division:** POA, Legal Services

**Reports to:** POA Administrator

**Number of vacancies:** 1

**Bargaining Unit:** CUPE

**Hours of Work:** 35 hours/week

**Rate of Pay:** \$27.42 - \$33.66/Hour

**Closing Date:** January 11, 2026

\*\*\* Note: Pay Range is based on 2025 Rates of Pay\*\*\*

### Opening Statement

The City of Kingston is grateful to experience the traditional territories of Anishinabek (Ah-nish-nah-beg), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat). Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government. At the City of Kingston, we believe that diversity and inclusion are essential elements of a thriving workplace. We value the unique perspectives and experiences that each individual brings to our team. As we continue to grow, we are dedicated to creating an environment where all employees feel welcomed, respected, and empowered to contribute their best work. The City of Kingston views diversity as its strength and we encourage applications from individuals of all backgrounds, including those from underrepresented communities. As staff, you play a pivotal role in enhancing people's lives by delivering exceptional, customer-centered services of the highest quality. Within our highly ethical environment, you'll embrace accountability by consistently going above and beyond, actively listening to our customers, creatively addressing their needs, and maintaining unwavering respect for all individuals you serve. As a result, you'll become an integral part of our qualified and dynamic team, recognized for its compassion, excellence, integrity, inclusivity, and adaptability.

### Job Summary

The Court Clerk / Cashier plays an integral role in the administration of justice by providing in-court and out-of-court support that conforms to the Provincial Offences Act (POA) and related legislation, policies and procedures in a fast-paced work environment. The Court Clerk provides excellent customer service to Provincial Offences clients and stakeholders including defendants, legal representatives, interpreters, enforcement agencies, prosecutors, and judiciary, ensuring the efficient operation of court proceedings and maintenance of court records in ICON and CAMS databases to deliver accurate and timely information. The Court Cashier completes daily financial transactions and reporting in ICON and CAMS to ensure that Provincial Offences matters are continually updated and accurate.

### KEY DUTIES & RESPONSIBILITIES

Open, recess and close court proceedings under the direction of the Justice of the Peace, record case appearances, pleas and dispositions on Integrated Court Offences Network (ICON) and Court Administration Management System (CAMS), administer oaths and affirmations to witnesses and

interpreters in person and by remote appearance as required, prepare and issue orders of the court, record court proceedings using Liberty recording equipment; record, store and control access of courtroom exhibits and tapes in accordance with provincial/municipal retention schedule.

Receive and process payments for fines, restitution, fees and costs at public counter, online or by mail using ICON and CAMS.

Complete daily cash reconciliation process, adhere to banking, bookkeeping and accounting procedures as established by provincial and municipal audit standards.

Receive and process legal documents, including Applications/Motions, Applications for Extension, Applications for Re-Opening, Informations, Appeals.

Receive and verify certificate control lists.

Maintenance of ICON and CAMS databases with new and ongoing case information.

Preparation of various dockets, including court and fail to respond dockets.

Open, sort, distribute and prepare mail, email and service requests.

Respond to requests for information from defendants, legal representatives, law enforcement agencies, prosecutors, including court dates and times, fines, status of charges, POA forms and POA procedural information.

Respond to requests for information from members of the public in accordance with MAG requirements.

Schedule court dates, including Trials and Early Resolution Meetings for the Provincial Offences Court, arrange interpreters, prepare and send out court appearance Notices.

Accept responsibility for efficient process of charges and monies and provide efficient and effective customer service in a high volume court office.

Perform other duties as assigned.

### **Qualifications, Competencies**

One (1) year certificate in Office Administration, Legal Office Assistant or equivalent.

Additional courses taken in Law Clerk program, or Office Administration – Legal program preferred.

One (1) year clerical experience in a law office or clerical experience working in a government, regulatory, compliance, or enforcement environment where daily work requires application of legislation, regulations, and policies.

Experience working with Provincial Offences Act, related legislation, court processes, procedures and etiquette preferred.

Courtroom clerk/monitor experience an asset.

Bilingualism in a second language other than English an asset.

Must demonstrate corporate values of Belonging, Collaboration, Accountability, and Innovation.

### **Skills, Abilities, & Work Demands**

Knowledge of taking and recording various methods of payments, balancing, reconciling daily cash receipts, bookkeeping methods and collections procedures.

Satisfactory keyboarding skills 40 wpm (tested); good data entry skills with efficiency and accuracy.

Satisfactory knowledge of Microsoft Office (Outlook, Excel).

Satisfactory knowledge of ICON, CAMS, Liberty court recording equipment systems, Zoom application.

Excellent public speaking, listening and writing skills.

Satisfactory knowledge of administrative and clerical procedures, including managing files and records, legal office procedures and terminology; knowledge of POA-relevant laws, court procedures and government policies, legislation, principles and processes.

Strong customer service skills with the ability to deal appropriately with contentious situations and to exercise discretion, judgment, diplomacy and confidentiality in dealing with the public, other staff and all stakeholders.

Critical thinking to determine consistent, efficient and fair outcomes for stakeholders.

Strong organization and time management skills with the ability to work independently and or in a team environment; must be able to multi-task in a high volume workplace, meeting short turn around deadlines.

Must obtain and maintain a satisfactory criminal record check.

### **Closing Statement**

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We're happy to provide more information if you email us at [HRCity@cityofkingston.ca](mailto:HRCity@cityofkingston.ca).

Please apply to Career Opportunities at: [www.cityofkingston.ca/Careers](http://www.cityofkingston.ca/Careers)

Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.