

City of Oshawa

Screening Officer- Two Independent Contract Positions

The City of Oshawa is seeking Screening Officers to adjudicate over matters pertaining to the City's by-laws.

Your duties as a Screening Officer will include:

- Conducting screenings in person and through written submissions
- Identifying, applying and interpreting applicable legislation, regulations, policies and procedures
- Providing clear written decisions, setting out the reasons for varying, affirming or cancelling the Administrative Penalty

Members of Council, employees of the City of Oshawa, the child, parent or spouse of a Member of Oshawa Council or employee of the City and persons indebted to the City are not eligible to apply.

Your qualifications as a Screening Officer include the following:

- Post secondary Diploma (3 years) or Paralegal/Court Tribunal Agent post-secondary diploma or B.A. Paralegal or lawyer preferred or a combination of education and experience;
- Three years of relevant experience in a municipal regulatory or legal field;
- You have both knowledge of, and experience in interpreting and applying, appropriate legislation, such as City of Oshawa by-laws and the Statutory Powers Procedure Act, 1990;
- Knowledge of access to information and privacy legislation (Municipal Freedom of Information and Protection of Privacy Act, 1990);
- You are knowledgeable and experienced in mediation and alternative dispute resolution;
- You bring highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills;
- You have respect for access to justice, diversity, and accommodation;
- You are able to formulate reasoned decisions and communicate them clearly and effectively, both orally and in writing;
- You are computer literate and have experience using Microsoft Word, Outlook, and Webex/Zoom;
- You cannot act or continue to act as an Agent for applicants before other City proceedings (e.g. other Hearings, Committee of Adjustment, Property Standards Committee etc.); and
- You have the flexibility to provide services on a part-time basis. These part-time positions offer a per diem of \$500 per day.

The City of Oshawa is committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.

Applicants interested in the independent contractor Screening Officer positions should forward a PDF copy of their cover letter and resume to the attention of Municipal Law Enforcement and Licensing Services at mlels@oshawa.ca no later than February 27, 2026 at 4:00pm. We thank all applicants, however only those selected for an interview will receive a response.