



Assistant Municipal Prosecutor/Screening Officer - Job ID #2698

Job Title	Assistant Municipal Prosecutor/Screening Officer	Status / Job Type	Permanent Full Time
Commission	Corporate Services	Department	Legal
Union Affiliation	APAE/EXEMPT	Number of Openings	1
Rate of Pay	\$36.62 to \$45.78	Benefits Entitlement	Yes
Hours of Work	35 Hours Per Week	Posting Date (4:30 pm)	Aug 20, 2026
Existing Vacancy	New Position	Closing Date (4:30 pm)	Sep 3, 2026

Position Summary

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment. At the City of Brantford, we strive to reflect our values of Integrity, Collaboration, Continuous Improvement, Respect and Inclusion in everything we do. The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Manager of Prosecutions and APS Screenings, the Assistant Municipal Prosecutor/Screening Officer will focus primarily on supportive and administrative functions associated with the Prosecution Division. The Assistant Municipal Prosecutor is responsible for coordinating disclosure, carrying out early resolution duties, and assisting with prosecution services within the Provincial Offences Court operations for the City of Brantford. The Screening Officer receives requests for Administrative Penalty Notices (APS) screenings, reviews and makes decisions to affirm, cancel, reduce, or extend time for payment of an administrative penalty, in accordance with established AMPS policy, procedures and guidelines. Duties include but are not limited to:

- Assist the Prosecutor in the preparation of prosecution cases including the coordination of documentary evidence, property ownership, corporate searches, conviction records etc.
- Primary responsibility over administrative duties related to prosecutions including to receive, review and vet disclosure from enforcement agencies and provide it to defendants, legal counsel and/or representatives while ensuring maintenance of all internal records for such activities.
- Manage scheduling of appointments for all Prosecutors with defendants, legal counsel, representatives, law enforcement officers and witnesses.

- Provide backup for the Administrative Assistant - Prosecutions with administrative duties such as answering the phones, covering wicket, and other administrative duties as needed.
- Maintain and update the status of prosecutions within the Court Administration Management System (CAMS).
- Using court dockets provided by Provincial Offences Administration staff, confirm all briefs have been received before each resolution date and/or court date and follow-up with any post-court requirements, schedule appointments and document updates in CAMS files.
- Conduct early resolution meetings with defendants, legal counsel and/or representatives.
- Assess case files, determine the reasonable prospect of conviction, complete screening forms for Prosecutors review.
- Under the direction of the Manager of Prosecutions and APS Screenings and in co-ordination with the principal Prosecutors, attend court as required for guilty pleas, adjournments, motions and trials (minor in nature), as required from time to time.
- Review all materials filed with each APS screening review request.
- Perform APS screening reviews and render decisions based on the information presented.
- Work in accordance with the provisions of applicable Health and Safety legislation and all City of Brantford corporate and departmental policies and procedures.
- Perform other duties as assigned.

Qualifications

- Class P1 licence to provide legal services issued by the Law Society of Ontario.
- University degree or college diploma in Law, Paralegal Studies, or a related field of study.
- Demonstrated familiarity with the Provincial Offences Court system required.
- Demonstrated knowledge of the prosecution process is preferred experience but is not required.
- Experience appearing in court as a qualified representative is considered a preferred experience but is not required.
- Working knowledge of and ability to interpret and use statutes and regulations including but not limited to, Provincial Offence Act, Compulsory Automobile Insurance Act, Cannabis Act, Evidence Act, Legislation Act, Fire Code, Building Code, Highway Traffic Act and Charter of Rights and Freedoms.
- Strong organizational skills with the ability to manage multiple assignments in order to meet deadlines in a very demanding environment.
- Excellent communication skills (both oral and written) with the ability to communicate with all levels of staff, stakeholders (e.g., judiciary, legal profession, enforcement agencies) and the general public.
- Ability to negotiate, carry out critical analysis of case and legal issues and determine appropriate resolutions in conformance with legislative objectives, policy, and rights frameworks.
- Proficient in a computerized environment with knowledge of Microsoft Office software (Outlook, Word, Excel, and PowerPoint). Integrated Court Offences Network (ICON), Court Administration Management System (CAMS), SharePoint as well as other computer systems.
- A team player with excellent customer service and interpersonal skills with the ability to respect and deal with highly confidential and sensitive issues.
- Knowledge of provincial offences law in Ontario (e.g., the Provincial Offences Act, Highway Traffic Act, Liquor Licence Act, municipal by-laws etc.).
- Strong negotiation and conflict resolution skills.
- Fluency in the French language (oral and written) would be an asset.
- A valid Class G drivers licence throughout the course of employment.

Qualified candidates please attach a detailed .pdf format resume & cover letter

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process.