



Administrative Assistant - Prosecution - Job ID #2725

Job Title	Administrative Assistant - Prosecution	Status / Job Type	Permanent Full Time
Commission	Corporate Services	Department	Legal
Union Affiliation	APAE/EXEMPT	Number of Openings	1
Rate of Pay	\$31.82 to \$39.78	Benefits Entitlement	Yes
Hours of Work	35 Hours Per Week	Posting Date (4:30 pm)	Sep 24, 2026
Existing Vacancy	Replacement	Closing Date (4:30 pm)	Oct 8, 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, the Administrative Assistant - Prosecution is responsible for providing administrative support related to the Prosecution Division. Duties included but are not limited to:

- Provide confidential administrative support to the Municipal Prosecutions Team and assume responsibility for all routine administrative details.
- Prepare, compose correspondence, forms and reports.
- Compile Disclosure materials requesting routine documents/information for disclosure, assembling documentary evidence and ensuring security and integrity of material.
- Receive and prepare case files and other court documents/forms. Organize and assemble prosecution files for court dockets, tracking and reviewing incoming prosecution briefs.
- Schedule meetings as required.
- Respond to inquiries and liaise with members of the legal profession, enforcement agencies, and respond to inquiries and/or requests in person, via email and telephone.
- Update and maintain manual and computerized filing systems.
- Input and retrieve data and generate reports/searches from computer-based information systems (i.e. ICON and CAMS).
- Receive and organize applications for adjournments.

- Sort and distribute incoming and outgoing communications including correspondence and facsimile ensuring urgent matters are suitably expedited.
- Responsible for ensuring customer services function for the division including answering phones and responding to inquiries.
- Assist with the upkeep and maintenance of files, creating new files, organizing contents of existing files and purging of same.
- Work in accordance with the provisions of applicable Health and Safety legislation and all City of Brantford corporate and departmental policies and procedures related to Occupational Health and Safety.
- Perform other duties as assigned which are directly related to the responsibilities of the position.
- Participate as a scribe or other duties as assigned for the purposes of emergency management.

Qualifications

- A two (2) year community college diploma in Legal Assistant, Business or Office Administration or equivalent.
- A minimum of one (1) year previous experience working in a legal environment.
- Working knowledge of Provincial Offences Statutes, Highway Traffic Act, Provincial Offence Act and provincial offences court procedures and legal terminology.
- Ability to communicate in a professional manner with staff, clients and legal professionals.
- Strong time management, multi-tasking and organizational skills.
- A team player with excellent interpersonal skills.
- Ability to work independently by following instructions with minimal supervision, taking initiative and meeting tight deadlines.
- 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.
- Demonstrated ability to input data at and acceptable speed (i.e. 50 WPM).
- Demonstrated ability to communicate effectively both verbally and in writing. Must demonstrate proficiency in Business English.
- Ability to use general office equipment including telephone, printer, scanner, facsimile, calculator, binding machine and shredder.
- Demonstrated ability to research/investigate issues and resolve problems.

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.

