



# UNITED COUNTIES OF STORMONT, DUNDAS & GLENGARRY

## Application Instructions

Thank you for your interest in the following full-time position at the United Counties of Stormont, Dundas and Glengarry in the Court Division of the Financial Services Department:

### COURT SERVICES REPRESENTATIVE

This package contains the following documents:

1. Job Advertisement
2. Job Description
3. The Fillable Application Form – This form is a separate link in the job posting on our website and please note it is only compatible with Microsoft Word 2007 or later.

#### Please follow the instructions carefully:

1. Your application package **must** include:
  - a. a cover letter (1-page maximum); and
  - b. the completed application form.
2. E-mail your application package as one document in pdf format to [jobs@sdgcounties.ca](mailto:jobs@sdgcounties.ca) before the deadline indicated below. Please do not attach a copy of your resume.
3. Subject line of the e-mail must contain: **Court Services Representative**

**Applications will be received by e-mail until 12:00 noon on Wednesday, May 19, 2021.**

*We thank all applicants for their interest, however, only those selected for an interview will be contacted. Personal information received in this application will be used solely for employee selection purposes and will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We will accommodate the needs of applicants under the Human Rights Code during the hiring process.*



## Court Services Representative

The United Counties of Stormont, Dundas and Glengarry (SDG) is located along the St. Lawrence River in the south-eastern corner of Ontario. SDG is **“Where Ontario Began”**, and is rich in heritage, tradition, and culture with an abundance of historical sites, great events, and beautiful attractions. With a population of 65,000, SDG is primarily rural yet close to urban centres such as Cornwall, Ottawa, and Brockville.

The County is accepting applications for the full-time position of **Court Services Representative**. This position reports to the Manager of Court Services and performs a wide variety of administrative duties in the Provincial Offences Court and the Court Division of the Financial Services Department.

### KEY DUTIES/RESPONSIBILITIES/ACTIVITIES

Perform professional reception duties for the Corporate office complex. Provide helpful assistance to building visitors while maintaining building security restrictions.

Perform the general clerical, cashier and reception services in the Court Division which includes frontline counter services. Retrieve required data from ICON and collections and other software (CAMS) in order to respond to requests and inquiries from the legal profession and general public. Process tickets and information received from various enforcement agencies. Respond to or distribute communications received.

Collect fine revenue and data input of charges utilizing the Integrated Court Offence Network (ICON) system. Balance cashier transactions and prepare bank deposit as required. Prepare and complete all pre and post court documents including Notices of Early Resolution, Notices of Adjournment, etc. Prepare and maintain documents for the administration of the court. Prepare certified copies of documents as required. Process Appeals, Re-openings, return of exhibits as required.

Provide assistance and support to the Justice of the Peace while court is in session. Arraign accused persons, prepare and complete all court documents as required. Ensure Exhibits are properly marked and filed and ICON is updated with the disposition of the court. Provide trial dates for judiciary and update trial lists post court. Liaise with Supervisor for Interpreter use and special trial/pretrial requirements. Record evidence utilizing digital recording system with supporting digital notes. Certify the Court record and prepare accurate, verbatim transcription following the Municipal Court Manager’s Transcription Manual.

Provide assistance to new staff on ICON system and perform administration duties. Maintain office supply and inventory.

### **Qualifications:**

- Bilingualism (English & French) is considered an asset.
- Post Secondary diploma or certificate in Business Administration or equivalent work experience.
- Computer literate in MS Office applications.
- Excellent typing, mathematical and analytical skills required.
- Knowledge of the Provincial Offences Act and the Integrated Court Offence Network (ICON) is an asset.
- Ability to maintain confidentiality and exercise good judgment and discretion when dealing with confidential information in responding to inquiries.
- Demonstrated ability to work in a team environment.
- Ability to deal discretely and tactfully with the judiciary legal profession, police and the general public. Good oral and written communication skills.
- Ability to provide a current satisfactory Criminal Record Check.

**2021 Salary Range:** \$49,948 to \$57,083 with full benefit package and pension

**Location:** County Administration – 26 Pitt Street, Cornwall, Ontario

Interested and qualified candidates are invited to visit our website at [www.sdgcounties.ca](http://www.sdgcounties.ca) to obtain the complete instruction package on how to apply. **Applications will be received by e-mail until 12:00 noon on Wednesday, May 19, 2021.**

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## POSITION DESCRIPTION

### UNITED COUNTIES OF STORMONT, DUNDAS AND GLENGARRY

<b>Title:</b>	Court Services Representative	<b>Reports to:</b>	Manager of Court Services
<b>Department:</b>	Financial Services	<b>Job Class:</b>	3
<b>Date Approved:</b>	March 2006	<b>Revised:</b>	June 2018

#### POSITION PROFILE:

The Court Services Representative performs a wide variety of administrative duties in the Provincial Offences Court and the Court Division of the Financial Services Department.

#### KEY DUTIES/RESPONSIBILITIES/ACTIVITIES

Perform professional reception duties for the Corporate office complex. Provide helpful assistance to building visitors while maintaining building security restrictions.

Perform the general clerical, cashier and reception services in the Court Division which includes frontline counter services. Retrieve required data from ICON and collections and other software (CAMS) in order to respond to requests and inquiries from the legal profession and general public. Process tickets and information received from various enforcement agencies. Respond to or distribute communications received.

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Provide assistance to new staff on ICON system and perform administration duties. Maintain office supply and inventory.

Undertake special projects and perform other duties as assigned.

Follow all Health & Safety policies and procedures and report any non-compliance or any possible safety risks.



## **WORK RELATIONSHIPS**

Report to the Manager of Court Services. Collaboration with Court Division Team. Professional interaction with Judiciary, prosecution, defendants, and the public.

## **WORK DEMANDS/STRESSES**

Operate in a complex environment that requires accuracy, attention to detail, and a high-level of court decorum. Must be able to set priorities and multi-task, as well as be a strong Team Member. Confidentiality of pertinent information is essential. Small office setting results in diversified responsibilities and frequent new challenges. An oath of confidentiality and criminal background check may be required.

## **EDUCATION/EXPERIENCE/APTITUDES**

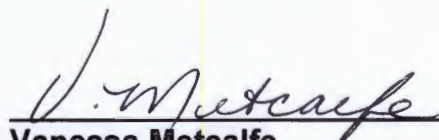
Post Secondary diploma or certificate in Business Administration or equivalent work experience. Computer literate in MS Office applications. Excellent typing, mathematical and analytical skills required. Knowledge of the *Provincial Offences Act* and the Integrated Court Offence Network (ICON) is an asset. Ability to maintain confidentiality and exercise good judgment and discretion when dealing with confidential information in responding to inquiries. Demonstrated ability to work in a team environment. Ability to deal discretely and tactfully with the judiciary legal profession, police and the general public. Good oral and written communication skills.

## **SALARY RANGE & CLASSIFICATION**

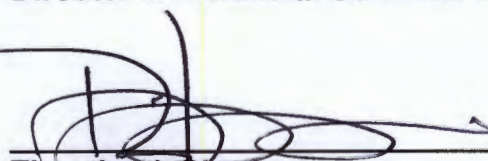
Non-union, permanent full-time position at 35 hours per week. Annual salary Job Class 3 as per Salary Grid. Full Benefits.

**Note:** *This job description is meant to describe the general nature and level of the work being performed; it is not intended to be construed as an exhaustive list of the responsibilities, duties and skills required for the position.*

June 2018



**Vanessa Metcalfe**  
**Director of Financial Services/Treasurer**



**Timothy J. Simpson**  
**Chief Administrative Officer**