



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 Financial Services Department:

ADMINISTRATIVE ASSISTANT – COURT SERVICES DIVISION

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 before the deadline indicated below. Please do not attach a copy of your resume.
3. Subject line of the e-mail must contain: **Administrative Assistant – Court Services Division**

Applications will be received by e-mail until 12:00 noon on Friday, September 17, 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.



Administrative Assistant – Court Services Division

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 **Administrative Assistant – Court Services Division**. Reporting to the Manager of Court Services, this position performs a wide variety of administrative/reception duties in the Court Services Division of the Financial Services Department, as well as general clerical, cashier and reception services for the County Administration Building.

Main duties include but are not limited to:

- Perform general clerical, cashier and reception services for the County Administration Building. Provide assistance to building visitors within established building safety protocols.
- Retrieve required data from the Integrated Court Offence Network (ICON) and the Court Administrative Management System (CAMS) collections software to respond to requests and inquiries from legal professionals 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 ICON system and CAMS software.
- Receive and review Provincial Offence Notices for accuracy and perform data entry of offence particulars into the Provincial Offences ICON computer system for Part III Informations. Process Part I tickets received and upload to the secured keying agency when required.
- Balance cashier transactions and prepare bank deposits as required.
- Process Extensions of Time to Pay, updating ICON and CAMS as required.
- Respond to requests and inquiries from the general public verbally, digitally and in writing. Provide support to other County departments.

Qualifications:

- Post-secondary education preferred with a minimum of 2 years’ experience in office administration or equivalent combination of education and experience.
- Computer literate in MS Office applications. Excellent typing, mathematical and analytical skills required.
- Ability to maintain confidentiality and exercise good judgment/discretion when dealing with confidential information and responding to inquiries.
- Demonstrated ability to work in a team environment. Ability to deal discretely and tactfully with the legal profession, police and the general public.
- Must have excellent oral and written communication skills in both English and French.
- An oath of confidentiality and criminal background check are required.

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 to obtain the complete instruction package on how to apply. **Applications will be received by e-mail until 12:00 noon on Friday, September 17, 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.

POSITION DESCRIPTION

UNITED COUNTIES OF STORMONT, DUNDAS AND GLENGARRY

Title: Administrative Assistant – Court Services Division	Reports to: Manager of Court Services
Department: Financial Services	Job Class: 3
Date Approved: August 2021	Revised:

POSITION PROFILE:

The Administrative Assistant - Court Services Division performs a wide variety of administrative/reception duties in the Court Services Division of the Financial Services Department, as well as general clerical, cashier and reception services for the County Administration Building.

KEY DUTIES/RESPONSIBILITIES/ACTIVITIES

Perform general clerical, cashier and reception services for the County Administration Building. Provide assistance to building visitors within established building safety protocols.

Retrieve required data from the Integrated Court Offence Network (ICON) and the Court Administrative Management System (CAMS) collections software to respond to requests and inquiries from legal professionals 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 ICON system and CAMS software.

Receive and review Provincial Offence Notices for accuracy and perform data entry of offence particulars into the Provincial Offences ICON computer system for Part III Informations. Process Part I tickets received and upload to the secured keying agency when required.

Balance cashier transactions and prepare bank deposits as required.

Process Extensions of Time to Pay, updating ICON and CAMS as required.

Respond to requests and inquiries from the general public verbally, digitally and in writing.

Provide support to other County departments.

Other duties as assigned from time to time.

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. Work closely and cooperatively with other County staff. Professional interaction with Judiciary, prosecution, defendants, legal professionals and the general 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. Maintaining confidentiality of pertinent information is essential. Working in a small office setting will result in diversified responsibilities and frequent challenges.

EDUCATION/EXPERIENCE/APTITUDES

Post-secondary education preferred with a minimum of 2 years' experience in office administration or equivalent combination of education and experience. Computer literate in MS Office applications. Excellent typing, mathematical and analytical skills required. Ability to maintain confidentiality and exercise good judgment/discretion when dealing with confidential information and responding to inquiries. Demonstrated ability to work in a team environment. Ability to deal discretely and tactfully with legal professionals, police and the general public. Must have excellent oral and written communication skills in both English and French. An oath of confidentiality and criminal background check are required.

SALARY RANGE & CLASSIFICATION

Non-union, full- time position at 35 hours per week. Annual salary Job Class 3 as per Salary Grid. Benefits as prescribed by the Employer.

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.*

August 2021

Rebecca Russell
Director of Financial Services/Treasurer

Timothy Simpson
Chief Administrative Officer