



# 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 COORDINATOR

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 Coordinator**

**Applications will be received by e-mail until 12:00 noon on Tuesday, August 2, 2022.**

*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 Coordinator

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 Coordinator**. This position reports to the Manager of Court Services and is responsible for performing a wide variety of court-related functions and administrative tasks within the Court Services division to assist with the effective and efficient operation of the County’s Provincial Offences court.

### Main duties include but are not limited to:

- Provide administrative support to the Manager of Court Services.
- Work closely with Court Services Representatives to ensure the proper continuity of court functions and legislative compliance. Train court services staff; maintain effective co-operation and exchange of information with staff, agencies, and organizations.
- Responsible for overseeing the booking of Court Interpreters for all court appearances and provide trial coordination functions. Prepare, maintain, and update the Master Court Schedule. Liaise with Prosecutors and East Region judiciary for scheduling of Pre-trials and Motions.
- Prepare and process pre and post court documents, including but not limited to Early Resolution Notices and Adjournment Notices. As required, prepare the necessary paperwork for enforcement of suspension, plate denials, and warrants.
- Ensure courtroom utilization reports are completed. Perform ISCUS monthly verification. Oversee petty cash, witness payments, exhibit control and release. Supervise the process for Re-Openings and transfer of Appeals to the Ontario Court of Justice and update upon return, including collection data entry, setting of new trial dates and preparation of Notice of Fines and Due Date.
- Act as Clerk of the Court in the absence of the Manager of Court Services.
- Review and convict Fail to Respond dockets as a Clerk of the Court, and to review extension requests.
- Responsible for the data entry into CAMS and the interface to ICON for all Offence Notices. Sign the conviction notice and set the trial date and deliver trial notices when necessary.
- As required, provide courtroom Clerk/Monitor duties including assisting the Justice of the Peace, preparation of courtroom, recording of proceedings on digital recording system, post court documentation and ICON updating.

### Qualifications:

- Diploma or certificate in Business Administration or equivalent work experience with at least five years’ experience in a court administrative position.
- Computer literate in MS Office applications with excellent typing and mathematical skills.
- Knowledge of the Provincial Offences Act and the Integrated Court Offence Network (ICON) a definite asset. Good working knowledge of the policies and procedures governing the court system.
- Excellent analytical and problem-solving skills are required, with proven initiative and sound judgement. Ability to maintain confidentiality and exercise good judgment and discretion when dealing with confidential information in responding to inquiries.
- Excellent oral and written communication skills in both English and French.
- Ability to provide a current satisfactory Criminal Record Check.

**In accordance with SDG County’s *Vaccination Verification Policy Coronavirus (COVID-19)*, all new hires will be required, as a condition of employment, to provide proof of COVID-19 full vaccination status as defined by the Ontario Ministry of Health.**

**2022 Salary Range:** \$64,140 to \$73,304 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 Tuesday, August 2, 2022.**

*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

<b>Title:</b> Court Services Coordinator	<b>Reports to:</b> Manager of Court Services
<b>Department:</b> Financial Services	<b>Job Class:</b> 5
<b>Date Approved:</b> June 20, 2022	<b>Revised:</b>

#### **POSITION PROFILE:**

Reporting to the Manager of Court Services, the Court Services Coordinator is responsible for performing a wide variety of court-related functions and administrative tasks within the Court Services division to assist with the effective and efficient operation of the County's Provincial Offences court.

#### **KEY DUTIES/RESPONSIBILITIES/ACTIVITIES**

Provide administrative support to the Manager of Court Services. Assist with planning and organizing the office and implement and monitor required projects, policies, procedures, etc.

Effectively and efficiently ensure that the daily operations of the courtroom are performed as required by law. Assign and distribute work to Court Services Representatives.

Work closely with Court Services Representatives to ensure the proper continuity of court functions and legislative compliance. Train court services staff; maintain effective co-operation and exchange of information with staff, agencies, and organizations.

Responsible for overseeing the booking of Court Interpreters for all court appearances and provide trial coordination functions. Prepare, maintain, and update the Master Court Schedule. Liaise with Prosecutors and East Region judiciary for scheduling of Pre-trials and Motions.

Prepare and process pre and post court documents, including but not limited to Early Resolution Notices and Adjournment Notices. As required, prepare the necessary paperwork for enforcement of suspension, plate denials, and warrants.

Ensure courtroom utilization reports are completed. Perform ISCUS monthly verification. Oversee petty cash, witness payments, exhibit control and release. Supervise the process for Re-Openings and transfer of Appeals to the Ontario Court of Justice and update upon return, including collection data entry, setting of new trial dates and preparation of Notice of Fines and Due Date.

Act as Clerk of the Court in the absence of the Manager of Court Services.

Review and convict Fail to Respond dockets as a Clerk of the Court, and to review extension requests.

Responsible for the data entry into CAMS and the interface to ICON for all Offence Notices. Sign the conviction notice and set the trial date and deliver trial notices when necessary.

As required, provide courtroom Clerk/Monitor duties including assisting the Justice of the Peace, preparation of courtroom, recording of proceedings on digital recording system, post court documentation and ICON updating.

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

Other duties as assigned.

### **WORK RELATIONSHIPS**

Reports to Manager of Court Services. Close working relationship with Court Services Representative staff. Establish and maintain effective working relationships with Judiciary and Administrative Justices of the Peace.

### **WORK DEMANDS/STRESSES**

Operate in a team environment that requires a high degree of accuracy and attention to detail. Must be able to set priorities and multi-task. Provide strong team leadership.

### **EDUCATION/EXPERIENCE/APTITUDES**

Diploma or certificate in Business Administration or equivalent work experience with at least five years' experience in a court administrative position. Computer literate in MS Office applications with excellent typing and mathematical skills. Knowledge of the *Provincial Offences Act* and the Integrated Court Offence Network (ICON) a definite asset. Good working knowledge of the policies and procedures governing the court system. Excellent analytical and problem-solving skills are required, with proven initiative and sound judgement. Ability to maintain confidentiality and exercise good judgment and discretion when dealing with confidential information in responding to inquiries. Excellent oral and written communication skills in both English and French.

### **SALARY RANGE & CLASSIFICATION**

Non-union, permanent full-time position at 35 hours per week. Annual salary Job Class 5 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 2022

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Rebecca Russell, Director of Financial Services/Treasurer

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Timothy J. Simpson, Chief Administrative Officer