



## **Student – Court Services**

- Department:** Court Services Division of the Financial Services Department
- Location:** County Administration Building – 26 Pitt Street, Cornwall, ON
- Term:** May to August 2023 (approximate 4-month term)
- Pay Rate:** \$17.00 per hour
- Hours of Work:** Monday to Friday, 8:30 a.m. to 4:30 p.m. (35 hours per week)
- Summary:** Reporting to the Manager of Court Services, the main duties include are but are not limited to data entry, telephone and counter inquiries, processing of incoming and outgoing mail, filing and other duties as assigned.
- Students will receive in-depth Health & Safety training provided by SDG County prior to beginning work.**
- Qualifications:** The candidate must be a student who is enrolled in full-time post-secondary studies in the fall.
- In accordance with SDG County's Vaccination Verification Policy Coronavirus (COVID-19), all 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.**
- How to Apply:** E-mail resume to [studentjobs@sdgcounties.ca](mailto:studentjobs@sdgcounties.ca) before the deadline indicated below.  
Subject line of the e-mail must include: **"Student – Court Services"**

**APPLICATION DEADLINE: 12:00 noon on Friday, March 17, 2023**

*We thank all applicants for their interest, however, only those being selected for an interview will be contacted. The County will accommodate the needs of qualified applicants under the Human Rights Code during the hiring process.*