

Town of Caledon

make a difference



Job Title: Coordinator, Provincial Offences

Closing Date: July 14, 2016

Town of Caledon is a dynamic municipality that successfully balances urban, rural and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can **make a difference**.

Reporting directly to the Manager, Provincial Offences Court this role is responsible for providing administrative support within the Provincial Offences Court, maintaining court decorum and professionalism, and providing excellent customer service to all persons involved in the day to day operations of the Court.

The Opportunity

- Coordinate the day to day activities of the court, including but not limited to the scheduling of trials and Early Resolution Meetings, responding to complaints, tracking and monitoring files to ensure completion
- Verify all documents submitted to the court office are in compliance with the *Provincial Offences Act* and ability to apply working knowledge of the act in daily practice
- Receive, count, stamp and file Certificates of Offence, Part 3 Information and any other court related documents
- Input all Part I, Part II and Part III charges into the ICON database
- Update court dispositions onto Provincial ICON database and ensure court dockets balance with court dispositions
- Prepare and distribute conflict/seizure reports to Justice of the Peace, and prepare court documents for signature
- Maintain completed files as prescribed by statute
- Handle/resolve difficult situations in a professional manner utilizing knowledge of legislation, by-laws, policies, practices and procedures
- Respond to general and complex queries at the counter, by telephone or by mail for clients across province
- Liaise with all levels of staff, judiciary, legal professionals, enforcement agencies and the public



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- Process all fine and restitution payments. Process direct deposit amounts from contracted collection agency. Coordinate and research collection inquiries
- Balance large sums of cash/cheques and prepare bank deposits for all counter payments
- Act as Commissioner of Oaths
- Certify legal documents as Clerk of the Court
- Demonstrate sound judgment to Act as Clerk of the Court to adjourn trial matters for defendants in attendance at the counter
- Direct the Ministry of Transportation to suspend driver's licenses as enforcement required
- Draft correspondence and memorandums related to mail inquiries
- Review files and enter applicable codes in accordance with the Write Off Policy

The Ideal Candidate

Candidates for this position will have the following training, education and experience or equivalent:

- Training and knowledge in the above, normally acquired from a Post-secondary degree or diploma in Court Administration, or closely related field
- Minimum 3 years related experience in a legal environment, with a demonstrated understanding of the Provincial Offences Act, regulatory processes, related legislation and by-laws and of court proceedings
- Satisfactory passing of a criminal record check
- Valid driver's license in good standing and daily access to a vehicle
- Excellent verbal and written communication skills
- Organizational skills with attention to detail and ability to meet deadlines
- Demonstrated ability to exercise significant discretion and sensitivity
- Demonstrated analytical and problem solving skills
- Computer proficiency in MS Office (Word, Excel, Outlook), and working knowledge of ICON and Ticket Tracer

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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