

COURT CLERK AND REGISTRAR (IRREGULAR ON-CALL) - (DESIGNATED BILINGUAL (ENGLISH-FRENCH))

Organization: Ministry of the Attorney General

Division: Court Services Division

City: Cochrane

Job Term: 1 Temporary - 12 months

Job Code: 08OAD - Office Administration 08

Salary: \$23.33 - \$27.13 Per Hour*

Posting Status: Open

Job ID: 132814

Consider this challenging opportunity in the Superior and/or Ontario Court of Justice as a Court Clerk and Registrar where you will perform clerical work supporting the operation of criminal, family, civil and other courts.

Please note: This is an irregular on-call category position and you will work zero to 36.25 hours per week, depending on operational requirements, with no guaranteed hours.

What can I expect to do in this role?

You will complete pre-court, in-court, and post-court work, including preparing the courtroom, administering oaths, recording endorsements and exhibits, and ensuring that courtroom protocol is followed at all times.

How do I qualify?

Mandatory:

- Proficiency in French and English at an advanced level, both orally and in writing

Relevant Skills and Knowledge:

- organizational skills to prepare and maintain the courtroom, files and exhibits, and to prioritize and plan work effectively;
- flexibility to accommodate constant shifts in focus and changing priorities and work under pressure;
- communication and interpersonal skills to liaise with tact and diplomacy with judiciary, counsel and other stakeholders; ability to speak publicly in a courtroom setting;
- knowledge of the functions and rules of the Superior and/or Ontario Court or Justice, relevant legislation and legal terminology;
- attention to detail to verify and endorse court documents;
- proficiency with computer applications (word processing, presentations, spreadsheets, databases, e-mail, Internet and management information systems); technical knowledge to use audio and video equipment.

Additional Information:

Address:

- 1 Bilingual Temporary - Irregular On-Call, duration up to 12 months, 149 4th Ave, Cochrane, North Region, Criminal Record and Judicial Matters Check

Compensation Group: Ontario Public Service Employees Union

Schedule: 3.7

Category: Administrative and Support Services

Posted on: Tuesday, January 29, 2019

Note:

- [This ad is also available in French.](#)
- In accordance with the Ontario Public Service (OPS), Employment Screening Checks Policy (ESCP), the top candidate(s) may be required to undergo a security screening check. Refer to the above to determine the screening checks that are required for this position.

You will be responsible for obtaining the criminal record check at your own expense and provide it, along with your written consent, to the Transition and Security Office (TSO), Talent Acquisition Branch (TAB), HR Service Delivery Division (HRSD) to evaluate the results. If applicable, the TSO, with your written consent, will request and obtain any additional employment screening checks that were not obtained directly by you. (Note: If a Vulnerable Sector Screening Check is required, it must also be obtained in person at your local police service).

A record under the Criminal Code and/or other federal offence record(s) does not automatically mean you will be ineligible for the position. The employment screening check(s) will only be reviewed and evaluated by the TSO for the purpose of making a security clearance decision. The details of an individual's employment screening check(s) will be considered in specific relation to the duties and responsibilities of the position being filled. Employment screening check records will be maintained by the TSO and kept strictly confidential.

How to apply:

1. You must [apply online](#).
2. Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the [Writing a Cover Letter and Resume: Tips, Tools and Resources](#).
3. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
4. Read the [job description](#) to make sure you understand this job.
5. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
6. If you require a disability related accommodation in order to participate in the recruitment process, please [Contact Us](#) to provide your contact information. Recruitment Services staff will contact you within 48 hours.

Please be advised that the results of this competition may be used to form an eligibility list of qualified candidates to potentially fill future vacancies represented by the Ontario Public Service Employees Union (OPSEU). In accordance with the Collective Agreement, eligibility lists are shared with OPSEU representatives. By applying to this competition, you are providing consent that your name may be shared with OPSEU representatives.

All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover

letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from being offered a position with the Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment.

Remember: The deadline to apply is **Tuesday, February 12, 2019 11:59 pm EST**. Late applications will not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

**The Ontario Public Service is an inclusive employer.
Accommodation is available under the [Ontario Human Rights Code](#).**