

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT (CUSTOMER SERVICE & PROVINCIAL OFFENCES ADMINISTRATION DIVISION – PROVINCIAL OFFENCES - LOCATION – 50 MAIN ST. E.)

COURT ADMINISTRATION CLERK - CUPE 5167

SUMMARY OF DUTIES

Reporting to Coordinator, Court Services provides court administration support as assigned by Supervisor rotating through nine different Provincial Offences Office stations. Responsible for providing information and assistance to customers regarding Provincial Offences Act, in person, by phone, email and fax inquiries. Responds to questions and provides necessary information by accessing ICON (Integrated Courts Offence Network). Ensures all documents are properly processed and filed. Performs cashier functions. Provides back-up to other Court Administration Clerks as required. Provides assistance to general public, police and legal profession in a high volume court office.

GENERAL DUTIES

Provide information and assistance to customers using various methods of communication (i.e. telephone, email, fax and in person), respond to questions and provide necessary information by accessing Integrated Courts Offence Network to display and verify status of requests.

Provide courteous, accurate and timely responses to request for information regarding the functions, operations and procedures necessary to conduct business with the Ontario Court of Justice, within the parameters of the Provincial Offences Act and statutory regulations.

Check Fail to Respond Docket for accuracy and up-dates information on the computer system (ICON) and balances.

Perform preliminary review of forms and supporting documents to assure all pertinent information has been submitted and all rules, regulations and procedures have been met in compliance with the Provincial Offences Act.

Receive, count and perform proficient data entry of Part 1 Certificates on ICON to automate the production of future Fail to Respond dockets. Receive and perform proficient data entry of all Red Light Camera Tickets on ICON and filing in appropriate location. Receive and perform proficient data entry of all Part III Information on ICON.

Receive requests for Part I Provincial Offences Act trial requests and Early Resolution requests and prepare appropriate documentation.

Prepare all necessary documents for plea of guilty and re-opening of cases being heard before a Justice of the Peace, update ICON (Integrated Courts Offence Network).

Prepare and update all Provincial Offences Act dockets.

Check final docket from ICON to ensure correctness.

Prepare and type court orders for signature from the Justice of the Peace.

Retrieve filed part ones, compile and match to Fail to Respond docket.

Prepare court information and documents to be transferred to other courts and appeal court.

Prepare necessary documents for other court actions.

Perform cashier functions by operating ICON financial screen, Point Of Sale machine and CAMS Collect payments for any Part 1 and Part III offence. Ensure that payments are legally acceptable; receive payments and provide receipts. Ensure accurate deposits are made from all sources, counts and validates cash and float receipts.

Research ICON system, court dockets or other records.

Process extensions, including removal of enforcement if applicable.

Receive request for interpreter and prepare necessary documentation.

Maintain office filing system for provincial offence documentation.

Sort, distribute incoming mail and processes outgoing mail, including courier mail.

Provide back up to the Senior Court Administration Clerk.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Previous business office experience related to duties listed above normally acquired through a combination of business office courses and relevant work experience.
2. Demonstrated knowledge of Provincial Offences Act/Law or related equivalent.
3. Previous court/legal/police administration experience.
4. Good communication and organizational skills.
5. Knowledge of legislation and processes related to Court Administration matters.
6. Experience in a computerized environment. Knowledge of Integrated Courts Offence Network computer software. Working knowledge of Word, Excel and Microsoft Outlook. Able to input Data Entry at an acceptable speed and accuracy.
7. Bilingualism would be an asset.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
