

CITY OF HAMILTON

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

COURT ADMINISTRATION CLERK (BILINGUAL) - CUPE 5167

SUMMARY OF DUTIES

Reporting to Coordinator, Court Services provides court administration support as assigned by Supervisor rotating through seven different Provincial Offences Office stations. Responsible for providing information and advice to customers regarding Provincial Offences Act, in person, by phone and fax inquiries. Responds to questions and provides necessary information by accessing ICON. 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.

GENERAL DUTIES

Provides information and advice to customers in English and French using various methods of communication (i.e. telephone, email, fax and in person), responds to questions and provides necessary information by accessing ICON to display and verify status of requests.

Provides 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.

Performs 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.

Receives, counts and performs proficient data entry of Part 1 Certificates on ICON to automate the production of future FTR dockets. Receives and performs proficient data entry of all Red Light Camera Tickets on ICON and filing in appropriate location. Receives and performs proficient data entry of all Part III Information on ICON.

Receives requests for Part I POA trial requests and Early Resolution meeting requests and prepares appropriate documentation.

Prepares all necessary documents for plea of guilty and re-opening of cases being heard before a Justice of the Peace, updates ICON.

Prepares and updates all POA dockets.

Checks final docket from ICON to ensure correctness.

Prepares and types court orders for signature from the Justice of the Peace.

Retrieves filed part ones, compiles and matches to FTR docket.

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

Prepares necessary documents for other court actions.

Performs cashier functions by operating ICON financial screen and POS machine. Collects payments for any Part 1, Part II and Part III offence. Ensures that payments are legally acceptable, receive payments and provides receipts. Ensures accurate deposits are made from all sources, counts and validates cash and float receipts.

Researches ICON system, court dockets or other records.

Processes extensions, including removal of enforcement if applicable.

Receives request for interpreter and prepares necessary documentation.

Maintains office filing system for provincial offence documentation.

Sorts, distributes incoming mail and processes outgoing mail, including courier mail.

Acts as court reporter for all regularly scheduled bilingual courts; approximately four times a year

Works 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.

Performs 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 Law/Provincial Offences Act or related equivalent.
3. Previous court/legal 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 ICON computer software. Working knowledge of Word, Excel and Microsoft Outlook.
7. Must be bilingual (ability to speak and correspond in English and French).

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