

CITY OF HAMILTON

CITY MANAGER'S OFFICE

(LEGAL SERVICES DIVISION - (POA/MUNICIPAL PROSECUTIONS) - LOCATION - JOHN SOPINKA COURTHOUSE, 45 MAIN STREET EAST, SUITE 408)

MUNICIPAL PROSECUTIONS ASSISTANT

SUMMARY OF DUTIES

Reporting to the Manager, Legal Services and to the Supervisor, Municipal Prosecutions provides administrative support related to Provincial Offences Administration and Municipal Prosecutions program.

GENERAL DUTIES

Provide confidential administrative support to the Municipal Prosecutions Team and assume responsibility for all routine administrative details.

Prepare, compose correspondence, forms and reports (i.e. summonses for witnesses).

Compile Disclosure materials requesting routine documents/information for disclosure, assembling documentary evidence and ensuring security and integrity of material.

Receive and prepare case files and other court documents/forms. Organize and assemble prosecution files for court dockets, tracking and reviewing incoming prosecution briefs.

Take dictation, minutes of meetings and perform transcription as required.

Schedule meetings as required.

Respond to inquiries and liaise with members of the legal profession, enforcement agencies, and respond to inquiries and/or requests in person, via email and telephone.

Update and maintain manual and computerized filing systems.

Input and retrieve data and generate reports/searches from computer based information systems (i.e. LegalCM, ICON and OnCorp).

Prepare and swear to applications for adjournments.

Sort and distribute incoming and outgoing communications including correspondence and facsimile ensuring urgent matters are suitably expedited. Arrange courier pick up and delivery for packages.

Responsible for ensuring customer services function for the division including answering phones, responding to inquiries, receiving and announcing visitors.

Assist with the upkeep and maintenance of files, creating new files, organizing contents of existing files and purging of same.

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 responsibilities of the position.

QUALIFICATIONS

1. Proven knowledge of legal secretary practices and procedures normally acquired by attaining a diploma in a Legal Assistant course or an equivalent combination of education and work related experience.
2. Previous experience working in a legal environment. Working knowledge of Provincial Offences Statutes, Highway Traffic Act, Provincial Offences Act and provincial offences court procedures and legal terminology.
3. Ability and willingness to work congenially with the municipal prosecution team.
4. Ability and willingness to assist with special projects as required advancing the goals and objectives of the Division.
5. Ability to communicate in a professional manner with staff, clients and legal professionals.
6. Strong time management, multi-tasking and organizational skills.
7. A team player with excellent interpersonal skills.
8. Ability to work independently by following instructions with minimal supervision, taking initiative and meeting tight deadlines.
9. Proficient in a computerized environment with knowledge of Microsoft Office XP software (Outlook, Word, Excel and PowerPoint). Integrated Court Offences Network (ICON) as well as computer systems such as OnCorp.
10. Demonstrated ability to input data at an acceptable speed (i.e. 50 wpm).
11. Demonstrated ability to communicate effectively both verbally and in writing. Must demonstrate proficiency in Business English.
12. Ability to use general office equipment including telephone, printer, scanner, facsimile, calculator, binding machine and shredder.