

## CITY OF HAMILTON

### CORPORATE SERVICES DEPARTMENT

### (CUSTOMER SERVICE & PROVINCIAL OFFENCES ADMINISTRATION DIVISION – LOCATION – 50 MAIN ST. E.)

### TRIAL COORDINATOR (POA) - CUPE 5167

#### SUMMARY OF DUTIES

Reports to the Manager, Provincial Offences. The trial coordinator will work closely with members of the Judiciary, prosecutors, legal profession, court administration and court support while ensuring the best usage of court time. Prepare and authorize all matters being adjourned to a new trial date. Schedule all lengthy trials and pre-trials taking in Officer, witness, defendant, lawyer or paralegal and prosecutor availability. Maintain the court master plan in ICON (Integrated Courts Offence Network). Verifies Judiciary monthly assignments against the court master plan and current seizure list and distributes to all approved recipients. Monthly court utilization and time to trial statistics to Regional Senior Justice of the Peace.

#### GENERAL DUTIES

Schedules and coordinates part 1 and part 3 court matters in accordance with timelines regulated by the Provincial Offences Act (POA) and judicial directives.

Transfers trials, motions etc between courtrooms based on utilization and demand as delegated by the Regional Senior Justice of the Peace.

Ensures timely and effective use of courtrooms and court time. Coordinates courtroom availability.

Prepares and authorizes all matters being adjourned to a new trial date. Schedules new dates by coordinating the court master plan schedule, available court dates, prosecutor and defense schedules and officer and witness availability.

Maintains the accuracy of the Court Master Plan in ICON (Integrated Courts Offence Network) ensuring that all changed dates are recorded accurately and on a timely basis. Notifies all local enforcement agencies and stakeholders of changed court dates on a regular basis. i.e. court closure list. Closes court tiers in ICON as directed by the Judiciary.

Verifies the Central West judiciary monthly assignments against the Court Master Plan and distributes to all approved recipients. Notifies the RSJP (Regional Senior Justice of the Peace) of all discrepancies. Notifies the RSJP of all trial matters for which the Judiciary are seized or should be recused from hearing. Constantly monitoring upcoming court dates and changes to the Judicial assignment schedule. Notifies court administration, court support and prosecution.

Coordinates and schedules all pre-trials, and lengthy trials in consultation with the office of the RSJP, ensuring the availability of judiciary, prosecutors, and defense. Ensures all relevant paperwork is completed, filed and distributed to appropriate parties.

Liaises with the Regional Senior Justice of the Peace (RSJP), Judiciary, Local Administrative Justice of the Peace (LAJP) various prosecutors, law enforcement agencies, defendant/defense counsel, interpreters, staff and all appropriate parties, in person and by telephone, regarding weekly and monthly court dockets, court closures, French and conflict trials.

Reviews and monitors the scheduling of new trial dates when an appeal has been granted, and ensures that all legal requirements are met in order to avoid judicial conflicts.

Represents the City at Regional Trial Coordinator meetings.

Performs all powers and duties of the Clerk of the Court under the Provincial Offences Act (POA) and has authority as the designated Clerk of the Court, to file legal documents as required to meet legislative retention schedules and to preside as Clerk of the Court in the absence of the Justice of the Peace.

Signs and performs duties of a Commissioner for taking Affidavits for legal documents filed in Provincial Offences Court for the City of Hamilton.

Prepares and maintains statistics on court closures, French trials and courtroom utilization as required. Train and assist new staff as needed.

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

**QUALIFICATIONS**

1. Developed understanding of court procedures and function, customer service normally acquired by the completion of a Community college diploma in Business or Legal Administration or related discipline and/or a combination of education and work experience in a court / judicial environment.
2. Progressive related legal experience (preferably in a POA Court setting) or equivalent. Skills and experience in trial scheduling is an asset.
3. Experience assisting and responding to inquiries from attorneys, judicial officers, the law enforcement community and the general public. Ability to maintain effective relationships with all justice partners.
4. Must have an understanding of provincial legislative, regulatory and policy framework, and thorough knowledge and understanding of legislation and processes relating to Provincial Offences Administration.
5. Demonstrated ability to analyze and interpret statistical information
6. Must be able to work independently and in a team environment
7. Must possess strong organizational and time management skills
8. Demonstrated knowledge of Health and Safety Act and applicable regulations as it relates to the position
9. Must possess excellent computer skills with above average working knowledge of Microsoft Office (Microsoft Outlook, Word and Excel) and ICON – Integrated Courts Offence Network
10. Strong customer service skills and demonstrated ability to interact and communicate professionally with judiciary and members of the legal community.

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

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