

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT (BUILDING DIVISION - LOCATION – 71 MAIN STREET WEST)

BUILDING DIVISION ENFORCEMENT ASSISTANT – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager, Building Inspections provides administrative support related to litigation proceedings and preparation of prosecution briefs.

GENERAL DUTIES

Supports Building Inspectors in all phases of enforcement such as assisting with the preparation of court briefs or Orders to Comply and/or directing the laying of information and subpoenas.

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

Assist with the drafting and review of documents and policies related to enforcement.

Monitors all enforcement folders to ensure legislated time limitations are not exceeded. Review monthly fine revenues collected by Provincial Offences Administration, determine Building Division fines and provide journal entries.

Prepares reports and compile statistics for Committees and the Manager, Building Inspections.

Supports Construction Clerks and other staff to ensure the efficient administration and day to day operations of the Building Inspections Section.

Receives and answer inquiries from the public, staff, outside agencies, other municipalities and departments regarding a broad range of complex and/or controversial building enforcement issues.

Liaises with Provincial and Federal Ministries and Police Department and other municipalities regarding enforcement.

Prepares legal documents for Legal Services; summonses, corporate searches, deeds, exhibits, will-says, post-court documents and dispositions of the court. Collates briefs, arranges witness attendance and liaises with Municipal Prosecutors.

Provides arbitration and policy support for Trade Licence review sessions.

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

Takes minutes of meetings as required.

Responds 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.

Inputs and retrieves data and generate reports/searches from computer based information systems (i.e. AMANDA, ICON).

Prepares and swears to Informations and Summonses.

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

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 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, Provincial Offences Act and provincial offences court procedures and legal terminology.
3. Must be eligible to be appointed as a Commissioner for taking affidavits.
4. Ability and willingness to work congenially with the municipal prosecution team and the Building Division.
5. Ability and willingness to assist with special projects as required advancing the goals and objectives of the Division.
6. Ability to communicate in a professional manner with staff, clients and legal professionals.
7. Strong time management, multi-tasking and organizational skills.
8. A team player with excellent interpersonal skills.
9. Ability to work independently by following instructions with minimal supervision, taking initiative and meeting tight deadlines.
10. Proficient in a computerized Windows based environment with a working knowledge of Microsoft Office software (Outlook, Word, Excel and PowerPoint). Working knowledge of the AMANDA software application would be an asset.
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.

NOTE:

As a condition of employment, the successful applicant(s) will be required to obtain a Criminal Reference Check at their own expense prior to beginning work in this position.

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