



Employment Opportunity

POSITION:	Provincial Offences Act Court Monitor
DIVISION:	Administration & Finance
COMMENCING:	September 2016
WAGE:	\$25.00 per hour
DEADLINE:	Tuesday August 23, 2016 at 4:00 PM

Please submit your application package to the attention of 'Human Resources Manager' in one of the following ways (listed in order of preference):

- ❑ By email to apetrin@fort-frances.com in the form of one (1) PDF file
- ❑ At the reception desk of the Civic Centre at 320 Portage Avenue
- ❑ By mail to 320 Portage Avenue, Fort Frances, ON P9A 3P9
- ❑ By fax at (807) 274-8479

Application forms are available at the Civic Centre and also online at: <http://fort-frances.com/town/human-resources/employment-opportunities>

To learn more about this opportunity, please contact Donna Kneisz, Provincial Offences Act Coordinator at (807) 274-5323.



POSITION DESCRIPTION

POSITION TITLE:	Provincial Offences Act Court Monitor
GENERAL SUPERVISOR:	Provincial Offences Act Coordinator
EMPLOYEE GROUP:	Management/Non-Union

Position Summary

- The Provincial Offences Act (“POA”) Court Monitor records POA court procedures, prepares transcripts if qualified, and provides other courtroom services as required on behalf of municipalities in the Rainy River District. In the absence of Interim POA Administrative Staff, the incumbent collects payments, prepares and processes court documents, and performs other clerical duties as required.

Direction Received

- The incumbent works under the general supervision of the POA Coordinator.

Direction of Others

- The incumbent has no direct supervisory responsibilities

Revenue, Asset and Expenditure Scope

- None specifically identified for this position

General Responsibilities

- Obtains court-relevant information, including court dockets; documents and exhibits from appropriate files
- Ensures that court-relevant information is free of defects, errors, and omissions
- Liaises with court personnel prior to court (e.g.: Police, Prosecutor, Judiciary, etc.)
- Co-ordinates any changes in the daily court list and updates the docket as required

- Prepares court for opening, which requires being present in the courtroom five minutes prior to its official opening
- Officially opens, recesses and adjourns the court
- Advises the courtroom of administrative protocol and procedures
- Provides procedural assistance in the courtroom
- Arraigns the accused, administers oaths and cautions, takes pleas, and records information
- Records name of prosecutor, defence counsel, clerk, monitor, and presiding Judiciary
- Receives, marks, and records all exhibits
- Maintains custody and control of active exhibits in the courtroom until such time that they can be turned over to the exhibit clerk
- Accurately completes and forwards documents and administrative forms as required during court proceedings
- Completes documentation, ensuring that the appropriate signatures are obtained at the end of court sittings
- Records the disposition of all cases on the appropriate information
- Verifies that all informational entries are consistent with court calendar entries
- Delivers completed calendars and exhibits to the Courts Administration for processing
- Prepares court-generated documents
- Operates electronic monitoring equipment to record court proceedings, including testimonies of witnesses; arguments of counsel; Justice of the Peace instructions; and all matters pertinent to the record
- Replays previously recorded proceedings in court when directed to do so by the Justice of the Peace
- Reposts exhibits when directed to do so by the Justice of the Peace
- If qualified, provides transcripts of court proceedings on request, certifying the accuracy of court transcripts
- Files court records
- Ensures that recording equipment is in optimal working condition
- Performs minor repairs to recording equipment
- Returns all files to the POA office following court sessions
- Updates dispositions on ICON system following court sessions
- Performs other duties as assigned

Education and Qualifications

- Ontario Secondary School Diploma (or equivalent)
- Valid Ontario Driver's licence (minimum Class G2)
- Strong command and understanding of the English language
- Proficient at typing at high speeds while maintaining reasonable accuracy
- Demonstrated transferable skills and related experience and/or education

Knowledge, Ability & Skill

- Effective communicator, both orally and in writing
- Pays close attention to detail in the workplace
- Ability to become proficient in operating recording equipment
- Demonstrates tact, discretion and respect for confidentiality
- Competent in the use of Microsoft Office; email and the Internet
- Experience interacting with and providing excellent service to the public
- Demonstrates a willingness to learn and the ability to adapt and take initiative
- Able to organize and complete work assignments under minimal supervision
- Demonstrates the ability to multi-task and prioritize with a high level of accuracy

Effort

- Frequent interruptions for short periods of time
- Fluctuating workloads in the absence of regular staff
- Muscular and sensory strain for moderate to prolonged periods of time
- Continuous concentration for moderate to prolonged periods of time
- Critical demands relate to meeting court deadlines and the daily processing of new charges filed
- Continuous physical demands are related to combined muscular and sensory strain; sensory exertion for moderate to long periods while performing data entry processes, recording procedures, and transcript preparation
- Ability to lift up to 40 pounds and manoeuvre equipment while transporting equipment to court proceedings

Working Conditions

- The incumbent reports to work in Fort Frances, Atikokan, or Rainy River according to a pre-determined court schedule for the Rainy River District
- The incumbent works sporadically and as coverage is required
- The incumbent is occasionally required to work beyond regular business hours
- Approximately 1/3 of a typical workday is spent in a shared office environment
- Approximately 1/3 of a typical workday is spent in court
- Approximately 1/3 of a typical workday is spent travelling (a corporate vehicle is provided for travel outside of Town of Fort Frances to Atikokan and Rainy River)
- Up to 80% of a typical workday is spent indoors
- Exposure to work-related hazards ranges from rare to occasional, primarily due to the potential for hostility from clientele

Conditions of Employment

- Employment is conditional upon a satisfactory Criminal Record Check and willingness to complete online Ontario Court Transcriptionist Certificate, if not otherwise qualified