



GREATER SUDBURY POLICE SERVICE

Invites applications for the position of

Part-Time– COURT CLERK

Rates as per the Sudbury Police Civilian Association:

Training Wage- \$20.21

Year 1- \$23.78

Year 2- \$24.18

Year 3- \$25.51

Year 4- \$27.01

Year 5- \$31.77

Attend Court when required with accurate court documents/files in order to assist the Crown Attorney during applicable proceedings such as but not limited to Bail, Set Date, Confirmation Hearings, Domestic Violence Court, Wellness Court and First Appearance Court. In addition to accurately record court dispositions from SCOPE LEM (Scheduling Crown Operations Prepared Electronically Law Enforcement Module) for Greater Sudbury Police Service charges so that they may be recorded by the RCMP. The Court Clerk is also responsible for the preparation of all documentation required for court purposes, ensuring accuracy in order to obtain convictions.

Duties

Specific Duties

- Monitor the court portal for new briefs to be assembled
- Scanning and uploading of electronic brief documents
- Working to extract and format disclosure
- Create Case Files and Information's
- Monitor the court portal to prepare the upcoming week's dockets
- Monitor the court portal and electronic dockets for daily adjournments and dispositions from court
- Monitor the court portal and electronic dockets for bench warrants issued in court
- Upload court orders including but not limited to bail documents, sentencing orders, non-communication orders, indictments, etc. and submit to CPIC
- Upload and maintain witness lists into the court portal
- Type information and warrants in the first instance, including:
 - Benching warrants as well as certificates; creating incident numbers, adding persons, charges, etc.
 - FTA (Fail to Appear) - Identification warrants along with certificates.
- Prepare all necessary documentation in relation to Notices of trial.
- File all subpoenas and court correspondence.
- Document all out of town subpoenas and summons.
- Send for individual driving records and file
- Apply to the MTO for vehicle record search for applicable charges
- Perform Criminal Record checks as required
- Assist Crown Attorney and all prosecutors as required.

Applicants must meet the following minimum requirements:

Qualifications:

- Successful completion of Secondary School (Grade 12) or equivalent.
- Keyboarding to a minimum of 45 wpm.
- Demonstrated knowledge and experience in using Microsoft Word and Adobe Professional.

Assets:

- Post-Secondary degree or diploma in Law and Justice, Paralegal, Law Clerk, Legal studies or a relevant discipline
- Good knowledge of office procedures and routines required through related experience.
- Demonstrated knowledge and functional use of Records Management Systems.
- Demonstrated knowledge of CPIC duties and policies.
- Knowledge of court proceedings, Crown Briefs, and Greater Sudbury Police Policies considered an

asset.

- Knowledge of Police Service or Court protocol, and procedures necessary to ensure accuracy and completeness of documents.

Skills:

- Strong interpersonal, oral, and written communication skills.
- Proven organizational, time-management, and motivational skills.
- Ability to work independently and collaboratively as part of a team.
- Demonstrated analytical thinking, observation, and problem solving skills.
- Ability to organize and prioritize work, using initiative and judgment.
- Ability to maintain accuracy with a large volume of work.

Appropriate accommodations will be provided upon request throughout the hiring process as required under the Greater Sudbury Police Services Employment Accommodation Policy and the Accessibility for Ontarians with Disabilities Act (AODA).

The selection process will reflect the dedication of the Greater Sudbury Police Service to the principles of Equal Opportunity.

We thank all Applicants; however only those selected for an interview will be contacted. Please submit a cover letter and resume relating your knowledge, skills and experience to the qualifications listed in this posting. Completion of a Court Clerk application also required.

Submit applications by e-mail to GSPS.HR@gsp.ca or by mail to:

Greater Sudbury Police Service
Attention: Human Resources Branch
190 Brady St. Sudbury, Ontario P3E 1C7

Application Deadline:
Friday, January 22nd 2021 at 0800hrs