GEORGINA

Employment Opportunity

Town of Georgina Human Resources
careers@georgina.ca

Municipal Law Enforcement Clerk

(Job ID# 2019.159T)

This is a C.U.P.E. Local 905.03 position

Department: Office of the Deputy CAO
Division: Municipal Law Enforcement
Location: Civic Centre
Status: Temporary, Full Time (until December 2020)
Number of Positions: 1
Wage: $27.32 - $30.36/hour
Date Posted: October 4, 2019
Date Closing: October 18, 2019

Come work with us!
Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

Position Purpose:
To perform administrative support duties for the Municipal Law Enforcement Division. ***For full details, please see attached job description.***

Minimum Qualifications:
Two year Community College Diploma in Administration, Business, Legal or related discipline from a recognized provincial college/institute of learning; minimum of one year customer service experience in a law enforcement environment;

How to apply:
Qualified applicants are invited to submit a resume, identifying the **Job Title** and **ID# 2019.159T**in the subject line. Please apply in confidence by **October 18, 2019 at 11:59pm** to careers@georgina.ca.

Committed to diversity and a barrier-free environment:
The Town of Georgina is an equal opportunity employer and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated.

We thank all candidates for their interest, however only those being considered will be contacted.

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JOB DESCRIPTION

Job Title: Municipal Law Enforcement Clerk

PRIMARY FUNCTION:

To perform administrative support duties for the Municipal Law Enforcement Division.

SUPERVISION RECEIVED:

Manager of Municipal Law Enforcement

DIRECTION EXERCISED:

None

WORKING PROCEDURES:

Answers and responds to telephone and counter inquiries involving Municipal Law Enforcement, issues;

Types and proofreads correspondence, provides file and record maintenance, and prepares Informations and Summonses for the By-law Enforcement Officers;

Retrieves information, as requested, for reports and letters for the Municipal Law Enforcement staff;

Drafts legal notices and statements of claim, prepares orders to comply and notices of violation for signature of Municipal Law Enforcement Officers;

Processes Notice of Parking Infractions, including data entry, filing and mailing of parking documents;

Records and processes reports for the issuance of weed invoices;

Prepares monthly enforcement reports, as requested;

Receives and conducts an initial review of sign permit applications on a back-up basis;

Assists the Municipal Law Enforcement Administrate Assistant with the preparation of time sheets and correspondence as necessary relevant to the School Crossing Guard Program;

Relieves other staff within the Division during breaks, vacation periods, illness and other absences.

The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed description of the work requirements that may be inherent in the job.

SKILL/KNOWLEDGE REQUIREMENTS:

Two year Community College Diploma in Administration, Business, Legal or related discipline from a recognized provincial college/institute of learning;

Minimum of one year customer service experience in a law enforcement environment;

Demonstrated knowledge of procedures, methods and regulatory by-laws in an enforcement environment is essential to perform proficiently in the job;

Skill and efficiency required in the use of office equipment;

Excellent customer service skills and telephone manner;

Ability to interact in a professional manner, both fairly and firmly, with the public in confrontational and often volatile situations;

Proficient in MS Office applications including word, excel and outlook;

Up to one year period of adjustment, orientation and adaptation on the job.