



Job Posting

Court Administration- Summer Assistant (\$14.00-\$15.47/hour, 35 hours/week) Provincial Offences Court

Grey County is currently recruiting for a highly motivated student to assist the Provincial Offences Court staff with administrative tasks for a period of approximately 16 weeks with a tentative start date of May 4, 2020. Students currently enrolled or finalizing their education in a Criminal Justice and Public Policy or related program will be considered.

Your key responsibilities will include:

- Data Entry – keying tickets into ICON (Integrated Court Offences Network)
- Pulling and matching tickets and informations to payments
- Filing, photocopying, general office duties
- Telephone Reception
- Opening and distributing mail, processing outgoing mail
- Re-alphabetize accounts receivable tickets and informations
- Other duties as assigned from time to time

This position involves a high degree of personal contact with County staff and with the public over the phone. A positive personality and pleasant manner is necessary. Accuracy and attention to detail is essential. Ability to persevere with sometimes mundane and repetitive assignments and proficient use of computer software is required. Must be capable of dealing with a high volume of work during peak periods. Dress code appropriate to an office / court environment required.

Candidates for the above position are invited to submit resumes prior to **Friday, March 6, 2020 at 4:30 pm** to:

Amanda Healy, Provincial Offences Court Manager
The County of Grey
595 9th Avenue East
Owen Sound, Ontario N4K 3E3
Email: amanda.healy@grey.ca
Web: www.grey.ca/employment/

We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted.

Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.

Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential Verification; Driver's Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.

The County of Grey is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.