



NOTICE: Effective January 15th the OPS will be posting new job advertisements on the eCareers website daily. New job advertisements will be posted throughout the week, Monday through Friday. Please check the site regularly to see new opportunities available within the OPS.

Please note that the **job alert** function is temporarily unavailable. We are working on correcting the issue, but in the meantime, please check the website regularly for updated job posting details. We will post an updated message on the site when the job alert function is functional again.

Job Ad

Ministry: Ministry of the Attorney General
Division: Court Services Division - Thunder Bay South
Position Title: COURT CLERK AND REGISTRAR (FLEXIBLE PART-TIME)
Duration: 1 Flexible Part-Time temporary assignment up to 12 months with the possibility of extension
Location: 1805 East Arthur Street, Thunder Bay, P7E 2R6, North Region (Restricted to OPS employees living or working within 125 kms of work location)
Compensation Group: OPSEU
Salary: \$21.22 - \$23.92 (MplusM) per hour* (1000 hours per year)
Position Status: Restricted
Job Code: 08OAD - Office Administration 08
Schedule: 3.7
Category: Administrative and Support Services
Job ID: 16683

Consider this challenging opportunity in the Superior and/or Ontario Court of Justice as a Flexible Part-Time 1000 Annual Hours Category court clerk and registrar, where you will perform clerical work supporting the operation of criminal, family, civil and other courts. You will complete pre-court, in-court, and post-court work, including preparing the courtroom, administering oaths, recording endorsements and exhibits, and ensuring that courtroom protocol is followed at all times.

Qualifications: organizational skills to prepare and maintain the courtroom, files and exhibits, and to prioritize and plan work effectively; flexibility to accommodate constant shifts in focus and changing priorities and work under pressure; communication and interpersonal skills to liaise with tact and diplomacy with judiciary, counsel and other stakeholders; ability to speak publicly in a courtroom setting; knowledge of the functions and rules of the Superior and/or Ontario Court of Justice, relevant legislation and legal terminology; attention to detail to verify and endorse court documents; proficiency with computer applications (word processing, presentations, spreadsheets, databases, e-mail, Internet and management information systems); technical knowledge to use audio and video equipment; may be required to work overtime, weekends, statutory holidays, and to travel to other court locations as required.

We encourage all applicants to apply online. Please visit our website at <http://www.gojobs.gov.on.ca> or click on the link below.

Posting Date: Wednesday, March 11, 2009

Closing Date: Wednesday, March 25, 2009

Applications must be received by the end of the closing date with the Job ID number quoted.

Apply online Northern Recruitment Centre - Ministry of Government Services
or send application to: 159 Cedar Street, Suite 404
 Sudbury, Ontario, P3E 6A5
 Fax: 705-564-9165

Only applicants selected for interview will be contacted.

OPS Employees are required to quote their WIN EMPLOYEE ID number when applying to positions.

The Ontario Public Service is an equal opportunity employer.

Accommodation will be provided in accordance with the Ontario Human Rights Code.

*Indicates that the salary listed includes the maximum plus merit, in accordance with the OPSEU Collective Agreement.