



Job Ad

Organization:	Ministry of the Attorney General
Division:	Court Services Division
Position Title:	COURT RECORDING MONITOR
Job Term:	1 Irregular-On Call (0 - 36.25 hours)
Location:	Thunder Bay
Compensation Group:	Ontario Public Service Employees Union
Salary:	\$751.75 - \$854.79 per week*
Posting Status:	Open Targeted
Job Code:	00482 - Court Reporter 1
Schedule:	3
Category:	Administrative and Support Services
Job ID:	32909

Are you looking for a great new career? Do you thrive in a fast-paced team environment? Then take advantage of this opportunity to join Thunder Bay Court Services!

Consider this challenging opportunity in the Superior and Ontario Courts of Justice as an irregular on-call as required Court Recording Monitor, where you will record court proceedings verbatim using electronic monitoring equipment and produce transcripts. In this position, you will be responsible for operating electronic monitoring equipment to accurately record court proceedings; maintaining a written log of proceedings; providing playback in court; preparing verbatim transcripts of court proceedings on request [Note: transcripts are prepared on incumbent's own time with own equipment within prescribed timelines and will receive a prescribed fee]; indexing and filing court records.

What we are looking for: Organizational skills, accuracy and attention to detail; ability to multi-task in a high demand work environment to meet strict deadlines; knowledge of relevant provincial and federal acts to understand the nature of court proceedings; proficiency in English oral and written communication skills; judgement, discretion and confidentiality in dealing with judiciary, counsel and the public; computer literacy to accurately key information and maintain formatting standards for the production of transcripts; typing to 50 w.p.m. Job may require candidates to work overtime, weekends, statutory holidays, and to travel to other court locations as required.

In this position you will work anywhere from 0 up to 36.25 hours per week.

This competition will be used to create an eligibility list for any upcoming irregular on call opportunities within the next twelve months with Court Services Division in Thunder Bay.

Posting Date: Monday, January 31, 2011

Closing Date: Monday, February 14, 2011 11:59 pm EST

How to apply:

1. You must apply online by visiting www.ontario.ca/careers. You must enter the job id number in the Job ID search field to locate the job ad.
2. You must show how you meet what we are looking for clearly, completely and concisely. We rely on the information you provide to us.
3. Read the **job specification** to make sure you understand this job.
4. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
5. If you need help applying, contact the Northern Recruitment Centre at 1-866-333-8491.

Remember: The deadline to apply is Monday, February 14, 2011 11:59 pm EST. Late applications will not be accepted.

Note: We thank you for your interest; however, we will contact you only if we choose you for further screening or an interview.

N-AG-32909/10(2)

**The Ontario Public Service is an equal opportunity employer.
We will accommodate your needs under the Ontario Human Rights Code.**

*Indicates the salary listed as per the OPSEU Collective Agreement.