

Provincial Offences Office Assistant – Summer Student Position

Job Description:

Under direction of the Court Services Manager, and in accordance with POA legislation, provide administrative and clerical support to the POA office and Prosecutor at the service counter or on the telephone and acts as liaison between the POA office and its stakeholders, including the judiciary, the legal community, the police and the public.

- Assist staff with phones and at the POA counter.
- Data entry of POA documents including traffic tickets into a mainframe computer system.
- Filing and retrieving POA documents and reports for processing.
- Photocopying requests for information.
- Assist in the processing of the mail and directing it to the appropriate staff member.
- Responding to inquiries where necessary.
- Intake of POA tickets and documents, processing them on a Certificate Control Sheet for audit purposes and forwarding copies to the Enforcement agencies for their records.
- Prepare dockets for court ensuring all information is processed accurately.
- Create Word/Excel documents to assist POA staff with statistical information.
- Other duties as may be assigned from time to time.

Skills/Qualifications:

- Enrolled as post-secondary student (College/University) in Business, Justice Studies or equivalent Program. Returning to full time education at a post-secondary institution in September, 2018.
- Previous experience in office administration and data entry. Working knowledge and experience of Microsoft Office applications, including Excel, Word and Access.
- Excellent organizational and interpersonal skills are essential with the ability to work independently.
- Accurate keyboarding skills.
- Excellent customer service skills.
- Police background check required
- Confidentiality Agreement must be signed

Work Location: Belleville
Position Length: May 22 – August 24, 2018
Closing date to Apply: February 21, 2018

Please direct resumes to: careers@hastingscounty.com

PLEASE QUOTE 'SUMMER STUDENT Posting #2018-SUM-GG-51 IN THE SUBJECT LINE WHEN APPLYING FOR THIS POSITION.

FINAL LOCATION BEING FILLED MAY BE DIFFERENT FROM THAT POSTED.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity.

We thank all candidates who apply, but advise that only those persons selected for an interview will be contacted.

"The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation."