



JOB OPPORTUNITY TORONTO POLICE SERVICE

Date Posted:	March 02, 2010	Closing Date:	March 16, 2010
Position:	Part-time Court Officer	Vacancies:	Several
Department:	Court Services	Duration:	Permanent
Location:	40 College Street	Job Type:	Union
Salary Level:	\$27.78 to \$30.84 per hour		

*** * * RESUMES SUBMITTED *WITHOUT* AN ACCOMPANYING
APPLICATION FORM WILL NOT BE ACCEPTED * * ***

Summary of Function:

Responsible for the custody and transportation of prisoners. Maintains security at various Court locations. Performs the duties of the Court Liaison Officer, Drug Exhibits Liaison Officer, Training Officer, Document Services Officer and Booking Officer on a rotating basis.

Duties and Responsibilities:

Transports prisoners to and from detention centres, psychiatric hospitals, police divisions, and courthouses. Maintains the security of prisoners in the cell area of the courthouse and escorts prisoners to and from courtrooms. Maintains the security of each courtroom and the courthouse. Searches prisoners and/or members of the public entering the courthouse. Receives and records information regarding prisoners. Obtains DNA samples from persons in and out of custody as ordered by the court. Checks, records and files various Court Documents pertaining to the status of prisoners. Orders and distributes meals and/or medication to prisoners.

Performs the duties of Court Liaison Officer: Collects, organizes, updates and tracks the progress of Crown Envelopes for each case appearing in court. Prepares the court docket for each day. Takes appropriate action once each case had been dealt with (i.e. returns Crown Envelope to Division or forwards to next Court). Acts as a liaison between the Crown Attorney, the Officer in Charge of the case, the Divisional Case Tracking Officer, and Court staff. Verifies that police officers attending court were required for court. Prepares various court documents and certificates and performs various computer checks as required.

Performs the duties of the Drug Exhibits Liaison Officer: Transports narcotic exhibits to and from court locations to the Drug Repository. Searches and records Drug Exhibit numbers, Notice(s) of Intention, and Certificate(s) of Analysis required for court. Prepares and swears to Affidavits of Service. Serves defendants with appropriate Notices and testifies in court as required. Prepares, updates and distributes required paperwork.

Performs the duties of the Training Officer: Performs 'needs assessment' evaluations and prepares training materials. Assists with the recruitment of new Court Officers. Interviews applicants and administers various written and physical tests. Coordinates orientation sessions for recruits and schedules or leads various specific training sessions. Schedules 'swearing-in' ceremonies for graduates. Maintains training files and databases. Composes training-related correspondence as required.

Performs the duties of a Document Services Officer: Prioritizes, sorts and files court documents. Serves court documents and notices and swears to Affidavits of Service before a Commissioner of Oaths. Contacts citizens to facilitate the service of documents. Performs various computer searches as required. Answers inquiries from members of the Service or Court Staff regarding the serving of documents. Attends court and testifies as to the service of Court Documents.

Performs the duties of a Booking Officer: Accepts individuals into custody at a Police Division. Parades, books, and fingerprints the prisoner. Searches and places the prisoner in a cell. Arranges for the prisoner to be transported to other divisions, to court, and/or to a correctional facility. Fingerprints individuals who are not in custody but are appearing for fingerprinting pursuant to a "Promise to Appear".

Performs typical duties inherent to the position.

Requirements:

To be considered for this position, you must meet the following requirements:

- Must not have been convicted of a criminal offence for which a pardon has not been obtained. If a pardon was obtained, proof of pardon must be provided. If a conditional or absolute discharge has been received, proof that the RCMP has sealed the records must be provided.
- Must not have a criminal charge pending before the courts.
- Must be a Canadian Citizen or permanent resident.
- Must be at least 18 years of age and legally eligible to work in Canada.
- Must have conformed, presently conform and continue to conform to the Services Core Values.
- Grade 12 or an approved equivalent combination of education, training and relevant experience.
- Must have one to two years experience working in a customer service environment.
- Must be a fully licensed driver and meet the requirements of the Graduated Licensing System in the Province of Ontario and have accumulated no more than six demerit points. A good driving record is essential.
- Must have (or be willing and eligible to obtain) a Toronto Police Service 'Blue Card'.
- Applicants must be in possession of a valid Level "C" CPR and Standard First Aid certificate before a job offer can be made.

Rated Competencies:

Competencies may be measured through various selection tools such as test(s) and/or interview:

- Possess excellent written communication skills and achieve the set standard on the written communication test (spelling, grammar, punctuation).
- Ability to work in a stressful and diverse environment that requires problem-solving, judgement, conflict resolution, communication, teamwork and co-operation.
- Possess good oral communication skills in order to deal with members of the Service and the public in a professional and tactful manner.
- Must be able to achieve the physical fitness standards.
- Must successfully satisfy all of the requirements prescribed by the Toronto Police Service, including successful completion of physical and aptitude tests.

Conditions of Employment:

- Must pass the required Toronto Police Service driving test to operate a police vehicle.
- Must pass medical assessment.
- Must successfully pass the Court Officer Training Program.
- Must be willing and eligible to undergo and successfully pass training to attain the status of "Special Constable".
- Any costs incurred by the applicant in obtaining the medical assessment are the responsibility of the applicant.
- Part-time Court Officer Selection Process package can be obtained in person from the Employment Unit, 2nd Floor, Toronto Police Service, Headquarters.

Probationary period is 1044 hours.

How to apply:

Please complete and submit an Application for Civilian Position. This form is available, in person, from the Employment Unit, 2nd Floor, Toronto Police Service, 40 College Street, Toronto, Ontario, M5G 2J3 or on-line from our website at www.torontopolice.on.ca. Once completed, you may fax to (416) 343-9591, email to careers@torontopolice.on.ca or mail/hand-deliver to the address shown above.

Contact for information:	Paul Innocente, Civilian Staffing Advisor, Employment Unit	Tel. No. (416) 808-7151
Job Information Line:	Leslie Lester, A/Shift Supervisor, Court Services	Tel. No. (416) 808-4608 Tel. No. (416) 808-7134

We thank all applicants for applying, however, only those candidates selected for testing/interview will be contacted.

