



THE THUNDER BAY POLICE SERVICE

POSITION DESCRIPTION

POSITION: Court Clerk – Case Management
BRANCH: Administrative Services
UNIT: Court Services
REPORTS TO: Sergeant – Court Services
PAY SCALE: Level 7 to Level 10

CORE COMPETENCIES

The **Court Clerk – Case Management** is responsible for the orderly operation of general duties within their assigned Unit, as well as the efficient transfer of information and communications received by the Thunder Bay Police Service. General core competencies required to be successful in this position are:

Competencies	Requirements
Accountability and Excellence	<ul style="list-style-type: none">• Align behaviours to organizational and ethical values of trust, integrity, leadership, inclusivity, and collaboration.• Address others whose behaviours are contrary to TBPS values.• Demonstrate required level of job-related skill.• Focus efforts on achieving standards of excellence through continuous improvement and ongoing development.• Comply with all relevant codes of conduct, policies, and procedures.• Exercise self control, adaptability, and flexibility in stressful or difficult situations.• Accept responsibility for own actions regardless of consequences.• Respect the dignity, human rights, equity, diversity, and inclusion of others.

Competencies	Requirements
Decision Making	<ul style="list-style-type: none"> • Apply established guidelines and procedures to make informed decisions. • Seek guidance as needed when the situation is unclear and involves the right people in the decision-making process. • Consider consequences of decisions including the impact on others and the TBPS. • Reach decisions that are consistent with established procedures and TBPS values. • Assess the effectiveness of decisions and responds accordingly.
Interaction and Influence	<ul style="list-style-type: none"> • Promote team goals, share the workload, and assist others. • Give credit and acknowledge contributions and efforts of peers. • Treat others fairly, ethically, and with value — communicating openly and building trust. • Effective written and verbal communication skills – clear, concise, and suited to others’ level of understanding. • Demonstrate cooperation, collaboration, and consensus-building when working with others within or outside the TBPS. • Ability to accept and act on constructive criticism. • Effectively communicate using strategies to achieve common goals, influence, and gain support of others.
Social & Cultural Competency	<ul style="list-style-type: none"> • Demonstrate a professional, empathetic, and objective demeanour. • Able to effectively interact, work and develop meaningful relationships with people of various ethnical, cultural, and social backgrounds. • Recognize and respect diversity through communication and actions in all contexts. • Show respect and openness towards someone whose ethnical, cultural, and social background is different from one’s own. • Able to recognize and manage one’s own behaviours, moods, and impulses to create an inclusive, equitable and welcoming environment within the TBPS. • Able to use one’s own experiences to relate to and work with all ethnical, cultural, and social groups.

<p>Attention to Detail</p>	<ul style="list-style-type: none"> • Pay close attention to details that are important to make ensure they are correct. • Ensure accuracy and completeness of work. • Spot inconsistencies or discrepancies that indicate problems with quality of work. • Verify that work has been done according to applicable policies, procedures and standards.
<p>Information Management</p>	<ul style="list-style-type: none"> • Use appropriate procedures to collect, organize, retrieve, maintain, and disseminate information. • Demonstrate awareness of key types and sources of information needed to perform duties. • Effectively uses technology and/or systems to manage information pertinent to the position. • Ensure appropriate security protection, storage, and maintenance of information. • Respects confidentiality of information. • Knowledge of computer applications pertinent to position.

SUMMARY OF ESSENTIAL JOB FUNCTIONS:

The **Court Clerk – Case Management** is responsible and accountable to the Sergeant – Court Services for the efficient and timely performance of the assigned duties and responsibilities. Specific responsibilities shall include but not be limited to:

- Responsible for preparation of all prosecution files relating to Criminal, Provincial and bylaw offences, by assembling related reports and/or documentation and preparing information.
- Assists Crown’s office with transfer of charges.
- Liaises with the Ministry of Attorney General staff to verify and/or obtain information.
- Identifies and completes required court documents for service on witnesses and accused persons and forwards for endorsement and service.
- Prepares and discloses digital evidence including 911 calls to police, video from within the police station, body worn camera video and in-car camera video.
- Prepares case files and provides same to the Crown Attorney’s Office and Provincial Offenses Act prosecutors.
- Stores and maintain copies of bylaws and provides to Court as required.
- Responds to telephone and count inquiries.
- All other duties as assigned within the core competencies.

QUALIFICATIONS

- Secondary School diploma.
- Minimum of six (6) months work-related experience in a Police or comparable environment dealing with highly confidential information.
- Demonstrated ability to communicate in a clear and concise manner, including the ability to address issues in a professional and courteous manner.
- Excellent customer service skills including the ability to perform duties with courtesy, patience, and discretion.
- Excellent written and verbal communication skills, with a knowledge of English grammar, structure, and spelling.
- Demonstrated knowledge of computers with a proficiency with Microsoft Windows.
- Proven ability for full keyboard operation with a minimum typing speed of 40 wpm.
- Proficient in the operation of office equipment such as multi-functional computer dispatching software, and multi-functional telephone set.

WORKING CONDITIONS

- There is an option to work the following schedules:
 - 7-hour shifts consisting of 5 on, 2 off (Monday to Friday); 35 hours per week. Between the hours of 0700 – 1700 hours.
 - 10-hour shifts involving a two-week rotation being 4 on, 2 off (Tuesday to Friday) followed by 4 on 4 off (Monday to Thursday); 36 hours per week, between the hours of 0700 – 1800 hours.
- Work is performed in a standard office environment with minimal adverse working conditions.
- Located in a comfortable indoor area. Conditions could produce mild discomfort such as moderate noise.
- Regular need to give close attention, either hearing or seeing, to what is happening.

TESTS & ASSESSMENTS

Candidates may be subject to any of the following tests and assessments for this position.

- Application review
- Performance Appraisal review
- Disciplinary record review
- Keyboarding exercise
- Panel Interview

APPROVAL:

Prepared by: Inspector J. Fennell #477	Initial Date Created: April 20, 2022
Revised by: Inspector J. Fennell #477	Revision Date: June 30, 2022
Approved by: Inspector G. Snyder #714	Approval Date: June 30, 2022
Last Updated: June 30, 2022	Revision #: 002