

Apply By: Friday, April 6, 2018 11:59 pm EDT

 PRINT

COURT REPORTER (IRREGULAR ON-CALL) - 3 UNILINGUAL & 2 DESIGNATED BILINGUAL (ENGLISH-FRENCH)

Organization:

Ministry of the Attorney General

Division:

Court Services Division

City:

Ottawa

Job Term:

5 Temporary

Job Code:

00482 - Court Reporter 1

Salary:

\$21.33 - \$25.00 Per Hour*

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

Understanding the job ad - definitions

Posting Status:

Open

Job ID:

121145



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Consider this unique opportunity working for the Ministry of Attorney General in the Superior and Ontario Court of Justice as a Court Reporter, where you will provide certified, verbatim recordings of all court proceedings.

Please Note: you will work zero to 36.25 hours per week, depending on operational requirements, with no guaranteed hours.

What can I expect to do in this role?

You will:

- ensure the effective operation of ministry approved court-recording devices
- make annotations to the court record in accordance with Ministry Annotation Standards for Digital Recordings
- ensure the security of the court recordings, safeguarding against unauthorized access or copying
- ensure quality of audio recording to ascertain and verify all contents of recordings
- speak publically during court proceedings to seek clarification and to ensure audio is being recorded clearly
- process documentation filed in court (example: Factums, copies of exhibits)
- prepare and maintain courtroom for proceedings (example: posting dockets, providing court dates, opening and closing court, administering oaths)
- respond to inquires and provide instruction to clients via telephone, in person or via correspondence (example: email) relating to the recording of proceedings

How do I qualify?

Mandatory

You have:

- proficiency in English and French, at the advanced oral and advanced-minus written levels (for bilingual vacancies only)

Technical Knowledge

You have:

- an understanding of courtroom decorum and protocol as well as court practices, procedures and directives to prepare and maintain the courtroom for proceedings
- the ability to acquire knowledge of legal terminology
- the ability to interpret and apply relevant sections of federal and provincial legislation defining the recording of court proceedings and the types of proceedings (example: Criminal Code of Canada and Provincial Offences Act)
- the ability to acquire knowledge and apply understanding of program services, manuals, policies, procedures, guidelines and standards pertaining court practices areas (example: criminal, civil, family and small claims court) and the recording of proceedings (example: Courtroom Procedures Manual, Ministry Annotation Standards for Digital Recordings)

Communication, Interpersonal and Client Service Skills:

- you have listening and comprehension skills to ensure an accurate and complete recording of proceedings
- you can work effectively in a team environment and exhibit professional and respectful behaviour and ensure the workplace is free from bias, harassment and discrimination
- you can provide professional, responsive and accessible customer and client service
- you can remain composed and provide information/instruction to a variety of stakeholders (example: judiciary, counsel, police, court staff and the general public) in a courteous and respectful manner
- you can address small to large groups of individuals in a public setting (example: opening and closing court, administering oaths)

- you can prepare a variety of written documents (example: routine correspondence to clients, forms and orders)

Organizational Skills and Attention to Detail:

You have:

- accurate keyboarding skills to annotate court proceedings
- the ability to organize and prioritize your workload and to respond to unforeseen demands

Problem Solving and Judgment Skills:

- you have demonstrated problem solving skills in order to work independently to identify, address, resolve or refer clients' problems and concerns
- you can maintain confidentiality and security for all recordings
- you can use tact to interrupt and clarify court proceedings and to ensure an accurate and complete recording

Computer and Digital Recording Skills:

You have:

- the ability to operate and troubleshoot digital recording equipment and related software (example: Liberty Court Recorder, Liberty Court Player) to ensure the proper recording and annotation of court proceedings, provide playback upon request of the court and resolve operational and technical issues
- proficiency with word processing and email software (example: MS Word, Outlook) to prepare correspondence and court papers as well as input and access information

Court Services Division is committed to a diverse, respectful and professional workplace that reflects OPS values.

Additional Information:

Address:

- 2 Bilingual Temporary - Irregular On-Call, duration up to 12 months, 161 Elgin St, Ottawa, East Region, General Screening Requirement
- 3 Temporary - Irregular On-Call, duration up to 12 months, 161 Elgin St, Ottawa, East Region, General Screening Requirement

Compensation Group:

Ontario Public Service Employees Union

Understanding the job ad - definitions

Schedule:

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Category:

Administrative and Support Services

Posted on:

Wednesday, March 21, 2018

Note:

- [This ad is also available in French.](#)
- In accordance with the Ontario Public Service Employment Screening Checks Policy, the top candidate(s) may be required to undergo a security screening check. Please refer to the Additional Information / Address section above to determine the screening checks that are required for this position.

You will be responsible for obtaining the criminal record check at your own expense and provide it, along with your written consent, to the Transition and Security Office (TSO), HR Service Delivery Division to evaluate the results. If applicable, the TSO, with your written consent, will request and obtain any additional screening checks as indicated in the Additional Information / Address section above that were not obtained directly by you. (Note: If a Vulnerable Sector Screening/Check is required, it must also be obtained in person at your local police service.)

A record under the Criminal Code and/or other federal offence record(s) does not automatically mean you will be ineligible for the position. The screening check(s) will only be reviewed and evaluated by the TSO for the purpose of making a security clearance decision. The details of an individual's screening check(s) will be considered in specific relation to the duties and responsibilities of the position being filled. Screening check records will be maintained by the TSO and kept strictly confidential.

How to apply:

1. You must [apply online](#).
2. Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the [Writing a Cover Letter and Resume: Tips, Tools and Resources](#).
3. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
4. Read the [job description](#) to make sure you understand this job.
5. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
6. If you require a disability related accommodation in order to participate in the recruitment process, please [Contact Us](#) to provide your contact information. Recruitment Services staff will contact you within 48 hours.

Please be advised that the results of this competition may be used to form an eligibility list of qualified candidates to potentially fill future vacancies represented by the Ontario Public Service Employees Union (OPSEU). In accordance with the Collective Agreement, eligibility lists are shared with OPSEU representatives. By applying to this competition, you are providing consent that your name may be shared with OPSEU representatives.

All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from being offered a position with the Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment.

Remember: The deadline to apply is **Friday, April 6, 2018 11:59 pm EDT**. Late applications will not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

The Ontario Public Service is an inclusive employer.
Accommodation is available under the [Ontario Human Rights Code](#).

 [Apply Online](#)



