



**County Administration Building,
Belleville, ON**

**Provincial Offences Supervisor
Full-Time**

2025-NON-GG-225

The Hastings County Provincial Offences Office has a new opening for a **Full-Time Provincial Offences Supervisor**. This is a non-union position reporting to the Court Services Manager, the Provincial Offences Supervisor has the responsibility for planning, organizing and coordinating the POA court office's daily administrative and court support services and collections effort activities of the Provincial Offence Act Court Office, for the efficient administration of the Provincial Offences.

Hastings County is situated on the traditional territory of many nations including the Huron-Wendat and the Haudenosaunee peoples. The County also acknowledges the Mohawk and Algonquin nations whose traditional and unceded territory Hastings County is located on.

Geographically it is the second largest county in Ontario, stretching almost 160 kilometers from the Bay of Quinte in the south to the edge of Algonquin Park in the north. Including the cities of Belleville and Quinte West, more than 145,000 people make Hastings County their home. With easy access into the cities of Toronto, Ottawa and Montreal either by road or rail Hastings County is strategically located.

If you have a family, our elementary and secondary school systems provide high quality education through the Hastings Prince Edward Public and the Limestone School Boards. Hastings County is also proud to be the home of Loyalist College, one of Ontario's premier community colleges offering a wide range of diploma and degree programs.

Residents' health care needs are served by Quinte Health and family health teams throughout the County. Quinte Health runs three hospitals in the Town of Bancroft and cities of Belleville and Quinte West. It also owns and operates a hospital in Picton in Prince Edward County.

If you are urban focused, the cities of Belleville and Quinte West along the Bay of Quinte shoreline, provide municipal services to more than 100,000 residents as well a wide range of shopping amenities, sporting venues and other cultural attractions. If rural living suits you best, Hastings County can meet your needs. Our 14 member municipalities have all that you will require including a range of housing types, shopping, entertainment, schools, and access to outdoor recreational amenities including an extensive trail system that connects to other counties in our region.

DUTIES:

Provincial Offences:

- Supervises and coordinates the provisions of POA court support, trial coordination, and office administration services by monitoring administrative procedures, responding to inquiries from staff, addressing facility and equipment and court scheduling problem.
- Assists the Manager in the development of programs goals, objectives, operational plans, policies, procedures and budgets, Identifies and implements efficiencies in the program, including development, review and revision of procedures.
- Remains current in relevant matters including legislation, regulations, practices, procedures, developments and trends.
- Oversee and monitor the data input operation of the provincial database system (ICON) and ensure provincial protocols are adhered to.
- Processes and assigns requests for transcript and appeals to ensure completed accurately and with manner according to legislative requirements.
- Responds and actively participates in customer inquiries, complaints, clarify program information and requirements and when necessary to review, investigate and resolve complaints.

Financial:

- Receives and processes requests for interpreters, including documentation to order and pay for interpreters and witnesses. Ensure invoices are submitted to the Manager for review and authority sign off.
- Ensures bank deposits are accurate, assisting staff when reconciliation is problematic Closes the daily bank and verifies daily cash sheets submitted by POA clerks at end of day balancing, Verifies daily cash sheet and inputs data into daily cash reconciliation.
- Initiates Collection activities related to fines imposed by the Ontario Court of Justice Provincial Offences Act, by following collections policy, preparing and issuing documents required to proceed to civil enforcement, ie Certificate of Default, Writs of Seizure, Notice of Examination and or Garnishment under direction of the Manager.

Leadership and Staff Oversight:

- Supervises, directs, schedules and appraises the job performance of the Provincial Offences Clerks, Provincial Offences Administrative Support Clerk and the Collections Clerk and makes disciplinary recommendations to the Manager.
- Participates in the hiring, orientation, and training of the Provincial Offences Clerks, and Provincial Offences Administrative Support Clerk.
- Performs payroll/personnel-related functions, relating to timecards, vacation, overtime, LOA etc. ensuring operations needs are satisfied.
- In the absence of the Court Services Managers, assumes the responsibilities as Clerk of the Court signing authority for case specific applications.
- Performs such other related duties as assigned.
- Works in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other applicable legislation, County by-laws, policies, procedures, and guidelines.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Three-year Business or Management Diploma from a recognized Community College.
- Must have accessible transportation.
- Minimum 3 years' experience working in Court Administration or General Office Management.
- Minimum 2 years' of supervisory experience in a unionized environment or an equivalent combination of education and experience
- Demonstrated knowledge of court and general office procedures, knowledge of the Provincial Offences Administration legislation, as it relates to processing of documents, fine payment and general inquiries.
- Knowledge of and demonstrated ability in core competencies including customer service, communications, teamwork, initiative/self-management and accountability, accuracy, attention to detail, flexibility and adaptability.
- Proven computer and data entry skills, working knowledge of word processing and spreadsheet software.
- Demonstrated ability to communicate professionally and effectively with legal professionals and the public.
- Excellent analytical and problem-solving skills are required.
- Ability to work under pressure in a high-volume environment.
- Computer literate in Microsoft Office Applications, familiarity with ICON and CAMS computer systems.
- Ability to maintain confidentiality and exercise good judgement and discretion when dealing with confidential information and responding to inquiries.

HOURS OF WORK: 8:30 a.m. to 4:30 p.m. Monday to Friday, 35 hours per week

SALARY RANGE: \$84,633 - \$99,009 per annum, with excellent fringe benefits

CLOSING DATE: Wednesday, August 6, 2025 by 4:00 pm

HOW TO APPLY: Applicants are required to submit their application through the Hastings County Careers Portal. To submit your application please visit the [Hastings County Careers Portal](https://www.hastingscountycareers.com).

www.hastingscountycareers.com

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