

## Job Title: COURT CLERK MONITOR

**Job ID:** 58489

**Job Category:** Legal Services

**Division & Section:** Toronto Court Services, TO Court and Tribunal Operations

**Work Location:** 1530 Markham Rd, 2700 Eglinton Avenue West and 92 Front St. East.

**Job Type & Duration:** Full-time, Temporary (24 months) Vacancies

**Hourly Rate:** \$36.77 – \$40.13

**Shift Information:** Monday to Friday, 35 Hours per week

**Affiliation:** L79 Full-time

**Number of Positions Open:** 12

**Posting Period:** 20-Aug-2025 to 3-Sep-2025

### Job Description

Reporting to the Supervisor of Court Support, the Court Clerk Monitor will provide administrative support to the Judiciary in court during proceedings. They will also prepare and certify official transcripts of the proceeding and maintain records and files.

### Major Responsibilities:

- Provides clerical and administrative services, involving the operations and procedures of court trials and hearings.
- Ensures secure custody of documents before and after the proceedings.
- Prepares and verifies the dockets and documents for court.
- Escorts the Justice into the courtroom, calls the court to order and maintains decorum. Dismisses the court at the conclusion.
- Arraigns the defendants; Records Pleas; Swears in witnesses, interpreters and defendants; records case information, dispositions and actions on charging documents; Ensures document notations/recordings are accurate and complete.
- Receives, records and maintains exhibits tendered as evidence. Maintains audio recordings of proceeding and annotations. Ensures conformity with regulations, statutes, policies, practices and procedures.
- Prepares, issues and processes forms, legal documents, statistical summaries, i.e. Adjournment reminders, seizure slips, payment slips, warrants, probation orders, other court orders, transcript order logs, indexes, interpreter requests, time reporting, case dispositions, dockets by using manual and/or computerized systems. Ensures completeness and conformity with regulations, statutes, agreements, policies and procedures.
- Receives Judicial order for transcripts.
- Monitors the recording equipment, playbacks as required, interjects for clarification and makes annotations during the proceedings.
- Provides information regarding proceedings by copying, distributing and posting dockets, by responding to enquiries/complaints made in person, by phone, or in writing. Exchanges information with staff, Judiciary, Legal profession, Public, Enforcement agencies, Government agencies, private companies or Councillors, applying procedures, inter-departmental processes, and relevant regulations. Reports details of concerns, conflicts, complaints and discrepancies with respect to procedures of any participant at a proceeding.
- Types and provides official transcripts of court proceedings, and manuals, reports, statistical statements, letters, memoranda, minutes, from machine dictation, shorthand or written materials. Takes dictation and transcribes notes. Applies and checks layout and formatting guidelines. Proof

reads material and certifies accuracy. Notifies clients when transcript is ready. Composes correspondence and memoranda.

- Sets up and maintains manual and computerized filing and retrieval systems including computer databases, for various types of information such as: transcripts, transcript log, exhibit indexes, schedules, tables, digital recordings, and statistical data for courtroom hours, reports, inventory data and manuals. Includes filing, purging, scanning preparation, scanning, updating dispositions and adjournments.
- Orders and checks delivery of equipment, supplies, forms, publications, obtains appropriate authorization, maintains inventories and secures storage areas. Ensures the courtroom is equipped with supplies, forms, current calendars etc. Ensures the recording and transcribing equipment is operational, performs maintenance and repairs, advising the lead or supervisor if additional repairs are required.
- Compiles statistics, using calculator or PC and researches material for reports, quotations, contracts and various summaries. Collects, checks, inputs and extracts data using PC or various equipment to prepare summaries and reports. Prints, checks and distributes reports.
- Attends meeting or hearing to provide information. Takes minutes at meetings.
- Directs, coordinates, schedules and trains assigned staff. Provides clear instruction, mentorship, and support for new employee training, and assesses their competency through evaluations.

### **Key Qualifications:**

**Your application must describe your qualifications as they relate to:**

1. Considerable experience as a court clerk, maintaining courtroom decorum and protocol as well as court practices, procedures and directives to prepare and maintain the courtroom for proceedings. Possessing a Court Transcription Certification from an Ontario educational institution recognized by the Ministry of the Attorney General and the Ministry of Training, Colleges and Universities is an asset.
2. Considerable experience typing reports, memoranda, minutes, compiling statistical statements and inputting data utilizing Microsoft Office (Word, Excel, Access).
3. Considerable experience operating Digital Audio Recording System, Zoom Platform as part of court proceedings and utilizing case management systems (e.g. ICON, PTMS, etc.)

### **You must also have:**

- Advanced knowledge of layout and formatting procedures for text, transcripts, charts, graphs and statistical data.
- Knowledge of relevant policies, court procedures, regulation and legislation pertaining to court and business administration (i.e. Provincial Offences Act, Courts of Justice Act, Administration of Justice Act etc.) with good knowledge of legal and technical terms.
- Ability to operate and provide general maintenance and repairs to court recording system and transcription devices.
- Ability to type at a high rate of speed (i.e. 50 wpm).
- Ability to organize and prioritize tasks efficiently while working in a fast-paced, team focused environment with minimal supervision.
- Ability to transcribe using shorthand with high level of speed, accuracy and attention to detail.
- Ability to communicate effectively, both in written and verbal format, with clarity and professionalism.
- Ability to build strong interpersonal relationships and engage with diverse professionals and agencies in a discrete and diplomatic manner.
- Ability to report and provide detailed information in regards to complaints, concerns and conflicts to appropriate authority.

- Fundamental business mathematics skills and a knowledge of general statistical techniques and practices or knowledge of accounting procedures.
- Ability to set up and maintain manual and computerized filing systems using manual and/or Excel, Access etc.
- Ability to travel between courts when required, or report directly to an alternate court location due to operational needs.
- Ability to work flexible and/or varied work hours.
- Knowledge of government legislation in the area of occupational health and safety.
- Ability to support the Toronto Public Service values to ensure a culture that champions inclusiveness, equity, diversity and respectful workplaces.

Post-secondary education in a discipline pertinent to the job function (e.g. legal administration / Courts and Tribunal Program / Law Clerk) or equivalent combination of education and experience is considered an asset.

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City of Toronto employees must apply to full-time or part-time employment opportunities posted on the City's **Internal** Job Posting Portal.

**Equity, Diversity and Inclusion**

The City is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Learn more about the City's commitment to [employment equity](#).

**Accommodation**

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. [Disability-related accommodation during the application process is available upon request](#). Learn more about the City's [Hiring Policies and Accommodation Process](#).