



## **MANAGER OF COURT SERVICES**

The United Counties of Stormont, Dundas and Glengarry (SDG) is located along the St. Lawrence River in the south-eastern corner of Ontario. SDG is “Where Ontario Began”, and is rich in heritage, tradition, and culture with an abundance of historical sites, great events, and beautiful attractions. With a population of 65,000, SDG is primarily rural yet close to urban centres such as Cornwall, Ottawa, and Brockville.

Reporting directly to the Director of Finance, the **Manager of Court Services** coordinates the daily operation of the Court Services Division through the preparation, maintenance and monitoring of all Provincial Offences Court functions and the collection of court ordered fines.

### **Main duties include but are not limited to:**

- Provide administrative support to the Director of Financial & Court Services/Treasurer. Assist with planning and organizing the office and implementing and monitoring required projects, new rules, procedures etc. In conjunction with the Director of Financial & Court Services/Treasurer, assist with the preparation of annual operating budget of the Court Services Division.
- Administer and co-ordinate the daily operations of the Ontario Court of Justice Provincial Offences Court and collection unit. Ensure operations are performed efficiently and effectively as required by law and comply with the applicable policies of the County.
- Manage the activities and performance of division staff and is responsible for training and performance management.
- Manage financial and material resources consistent with plans and priorities. Ensure compliance with Provincial Offences Act (POA) Information Bulletins and County policies. Reconcile to Provincial financial reports. Prepare, process and amend all preauthorized debits for payment of fines and monitor due dates on Extension of Time to Pay.
- Manage the custody of court records and court exhibits. Maintain Court Administration Management System (CAMS), Tables, Court Master Plan and Security of the ICON system. Prepare files for the production of transcripts. Liaise with Defaulted Fines Control Center and Ministry of Transportation in relation to license suspension and plate denials.

- Book interpreters, maintain master schedule of court dates, prepare annual court calendars. Update matters transferred from the Ontario Court of Justice
- Work closely with judiciary, prosecutors and members of the legal profession, police and other enforcement agencies, Ministry of the Attorney General and provincial agencies to co-ordinate daily operation of the court. Responsible for the master court calendar, coordination of trials, pre-trials, motions and interpreters.
- Review, and grant where feasible, extension of time to pay applications. Review POA tickets and enter conviction and impose set fines when deemed not to dispute.
- Prepare daily and month end reconciliation of revenues, receivables and payables. Verification and approval of departmental invoices. Liaise with the Director of Financial & Court Services/Treasurer regarding month end reconciliation and write-off recommendations.
- Ensure restitution payments are deposited to the Trust Account, reconciled and disbursed according to judicial order.
- Perform daily administration functions on fine collection software and responsible for docket and ticket interfacing with CAMS/ICON.
- Research and provide information to the Director of Financial & Court Services/Treasurer on a regular basis. If required, attend meetings of County Council to report on Division activities.
- Where applicable and approved, participate in programs, and attend conferences and courses to foster professional or technical development.
- Undertake special projects and perform other duties as assigned.
- Follow all Health and Safety policies and procedures and report any non-compliance or any possible safety risks.

**Qualifications:**

- Diploma or degree in Business Administration.
- Courses in law and court administration or equivalent combination of education and experience with 5 to 8 years of progressively responsible management experience, preferably in a Provincial Offences Office, court environment or municipal setting.
- Full understanding of statutes and regulations relating to *Provincial Offences Act* and court administration matters.
- Proficiency in the use of computers, including word processing, spreadsheet, database application and knowledge of ICON is required.

- Exceptional interpersonal skills, communication skills and proven ability in identifying and implementing best practices.
- Proven ability to work under pressure in a high-volume environment.
- Excellent oral and written communication skills in both official languages.

**Core Competencies:**

- Problem Solving
- Conflict Management
- Directing Others
- Motivating Others
- Integrity and Trust
- Customer Focus
- Peer Relationships

**2026 Salary Range:** \$101,486 to \$118,724 (35 hours per week) with full benefit package and pension

**Location:** County Administration – 26 Pitt Street, Cornwall, Ontario

This posting is for an **existing vacancy** that we are actively looking to fill.

**Application Deadline: Applications will be received until 8:00am on Monday, May 25, 2026.** Along with your resume, please provide a cover letter summarizing why you are interested in this position and why you would be a good candidate.

*We thank all applicants for their interest, however, only those selected for an interview will be contacted. Personal information received in this application will be used solely for employee selection purposes and will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We will accommodate the needs of applicants under the Human Rights Code during the hiring process.*