



**COURT CLERK MONITOR
(6) MONTH CONTRACT**

The Town of Caledon is currently seeking an enthusiastic and highly motivated person to fill this Court Clerk Monitor contract position within our Provincial Offences Court Office. The successful candidate will perform a variety of clerical duties associated with the operation of the municipal Provincial Offences Court's in Caledon/Orangeville including the maintenance of the electronic recording of court proceedings in court as assigned.

A Minimum grade 12 education, with an academic certificate or equivalent in a court reporting course or other related program. Comprehensive knowledge and understanding of the *Provincial Offences Act*, legal and technical terms, and of court procedures. Strong communication, organizational and keyboarding skills is required with the ability to speak publicly and comfortably in a courtroom. Trained and experienced in the operation of electronic monitoring equipment and courtroom proceedings. A minimum of twelve (12) months clerical experience and a familiarity with the ICON program is an asset.

Interested persons should apply in writing by forwarding their resume by Wednesday, September 8, 2010.

Human Resources
TOWN OF CALEDON
6311 Old Church Road
Caledon, Ontario
L7C 1J6

by fax: (905) 584-4542 or by E-mail: hr@caledon.ca (Word Document)

We thank all applicants and advise that only those candidates selected for an interview will be contacted.

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