

# Manitoba Government Job Opportunities

## **Court Clerk Monitor**

### **CC1-2 Clerk of Court 1-2**

Term/full-time  
(with a possibility of becoming regular/full-time)

Manitoba Justice  
Manitoba Court Operations, Courts  
Winnipeg MB

**Advertisement Number:** 38824

**Salary(s):** CC1-2 \$1,572.25 - \$1,939.38 bi-weekly

**Closing Date:** May 31, 2022

The Manitoba government recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. The Manitoba government supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).

Employment Equity is a factor in selection for this competition. Consideration will be given to Indigenous people, visible minorities and persons with disabilities.

An eligibility list may be created for similar positions and will remain in effect for 6 months.

### **THIS IS AN ONGOING RECRUITMENT INITIATIVE**

This will be an ongoing recruitment initiative for the Court Clerk Monitor (CC1/2) positions located in Winnipeg for Courts Division. This will allow you to submit a single application that will be considered for Court Clerk Monitor (CC1/2) positions that will become vacant through out the year until May 31, 2022, in Winnipeg. Regular full-time positions are then subsequently filled with term full-time employees. There are several promotional/growth opportunities where you can advance in your career at the Clerk of Court classification.

This advertisement will remain open as positions are filled and applications will be reviewed periodically.

## **Introduction**

### **Have you considered a career in Courts Operations?**

A career with Manitoba Justice can be interesting and rewarding – one where you can make a difference. Manitoba Justice's strength comes from its employees and diverse workforce. We have a substantial benefits package which includes extended health, health spending, dental, vision, long term disability, supportive employment, maternity and parental leave, and a defined pension plan.

This position involves considerable public contact and assistance to the legal profession related to regulations or procedures and completion of court documents. Extensive training as well as coaching is provided for this position in order for you to succeed. Training consist of court office duties and courtroom functions in order to acquire basic working knowledge of court rules and procedures associated with any of the various courts functioning in the province. Successful candidates usually start as a Clerk of Court 1 (CC1) and with training/experience, progress to the Clerk of Court 2 (CC2) level.

To be considered for this competition, candidates are required to submit the Application Screening Form for screening, along with their resume, to the Civil Service Commission by email (govjobs@gov.mb.ca), quoting 38824 and position title in the subject line. The selection board will rely on information provided in the application screening form and may rely on the information provided in the resume and cover letter for screening purposes to determine whether a candidate will be invited for further assessment.

If you are having difficulty opening the link, you may have to use a different browser. You may also contact Human Resource Services under "Apply to" to request a copy of the Application Screening Form.

[CLICK HERE](#) to access the Application Screening Form.

## **Conditions of Employment:**

- Must be legally entitled to work in Canada
- Satisfactory Enhanced Security Check
- Satisfactory Criminal Record Check with Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check. Applicants who have a criminal record will not be precluded from the remainder of the competition process, however, may be required to provide a hard copy (Transcript of Convictions) of their criminal record to Human Resource Services should the results indicate that there may or may not be a criminal record.
- A valid Manitoba Class 5F driver's license (desired)
- Ability to travel to other court centers and circuit court locations by car, airplane and any other means of transportation with the possibility of overnight stays
- Ability to lift and transport related equipment weighing up to 14 kgs/30 lbs
- Ability to work overtime as necessary with little notice

## **Qualifications:**

**Essential:**

- Experience performing clerical and administrative duties including data entry, handling inquiries on the phone/in-person, and preparing/processing complex detailed documentation
- Excellent organizational and time management skills including the ability to handle multiple tasks in pressure situations with strict deadlines
- Strong interpersonal skills with the ability to resolve conflict
- Ability to maintain accuracy and pay attention to detail
- Ability to work independently with minimal supervision
- Ability to exercise sound judgment and independent decision making skills
- Ability to work effectively in a team environment as well as contribute to a respectful workplace
- Excellent verbal communication skills with the ability to project vocally without error
- Excellent written communication skills
- Proficiency with Microsoft Office (Word, Outlook) or equivalent programs

**Desired:**

- Experience working in a court or related legal environment which may include working with courtroom documentation, procedures and processes
- Completion of a recognized legal or administrative assistance program, other related post-secondary education or related training

**Duties:**

The incumbent will be required to perform duties as a Court Clerk Monitor attending Provincial and Queen's Bench criminal, family and civil court sittings. Duties include: monitoring court proceedings using digital recording software, accurate logging of court proceedings, marking and recording exhibits, reading charges, administering oaths to witnesses, maintaining order in the courtroom, completing court dispositions and all related paperwork verbatim, and performing other pre and post court related duties. The incumbent is expected to maintain discretion at all times with the ability to handle sensitive and graphic evidence and submissions during court hearings. The incumbent will also assist the judiciary, members of the legal profession, police and public as required.

**Apply Now:**

Advertisement # 38824  
Service Centre 1  
Human Resource Services  
1130-405 Broadway  
Winnipeg, MB, R3C 3L6  
Phone: 204-945-3204  
Fax: 204-948-7373  
Email: [govjobs@gov.mb.ca](mailto:govjobs@gov.mb.ca)

**Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. When applying to this position, please indicate the advertisement number and position title in the subject line and/or body of your email. Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.**

**Please be advised that job competitions may be grieved and appealed by internal applicants. Should a selection grievance be filed, information from the competition file will be provided to the grievor's representative or the grievor, if unrepresented. Personal information irrelevant to the grievance and other information protected under legislation will be redacted.**

**We thank all who apply and advise that only those selected for further consideration will be contacted.**

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