



Court Operations Administrative Clerk

ABOUT THE TOWN OF NEW GLASGOW

The Town of New Glasgow, nestled along the scenic riverside of Northern Nova Scotia, stands as a vibrant and pivotal commercial center for Pictou County. Here at the Town of New Glasgow, we take pride in our dynamic and flourishing financial and professional sectors, upholding a longstanding tradition of excellence that permeates entrepreneurship, education, social leadership, athletics, entertainment, and all levels of government. Our town is a testament to history, adorned with architectural gems that narrate the past, but we are also committed to moving forward and continuously expanding our offerings to enrich the lives of our residents and visitors alike. New Glasgow presents an ever-growing array of amenities, including vibrant arts and culture centers, a diverse selection of restaurants and entertainment venues, and an abundance of lush parks and trails. These facets converge to cultivate a thriving community and bolster our local economy.

THIS MOMENT, THIS POSITION

The Court Operations Administrative Clerk supports the day-to-day administrative and data entry functions of the Records department at the New Glasgow Regional Police. Working under the direct supervision of the Inspector, this role is critical in managing court-related records, liaising with partner agencies, and ensuring efficient operations of the Court Operations Section. Additional duties include, but are not limited to:

- Perform administrative duties including confidential assistance to the Inspector and Police personnel.
- Manage files related to Summary Offence Tickets (SOTs), Fingerprints, CJIM, CPIC, PROS, and JEINS.
- Liaise with external agencies such as Provincial Court, Crown Prosecutors Office, Probation Office, and John Howard Society.
- Process, copy, file, and record court dispositions in CPIC & PROS systems.
- Manage officer trial schedules and court appearances.
- Serve as CPIC Supervisor, maintaining accuracy and relevance of all court-related records.
- Retrieve, verify, and file fingerprint data from Live Scan System into PROS and manage in-house fingerprint records.
- Utilize Criminal Justice Information Management (CJIM) for electronic submission and disposition reporting.
- Prepare and process subpoenas, summons, and e-disclosure files for the Crown.
- Schedule trials within Record Management System (RMS) and scheduling platform (PowerTime).
- Oversee yearly archiving and disposal of files.
- Serve as a Commissioner of Oaths for affidavit signing.
- Serve as a backup to dispatch communications as required.



- Ensure coverage of Court Records Administrative Assistant duties when required, including monitoring court dockets, maintaining RMS, preparing reports, and liaising with courthouse and prosecution offices.
- Other duties and special projects as assigned.

THE IDEAL CANDIDATE

As a Court Operations Administrative Clerk, you will be able to provide ownership to all required duties and tasks in a professional, confidential, unbiased, positive and professional manner and in accordance with Standard Operational Procedures of the Nova Scotia Department of Justice as well as the rules and regulations of the New Glasgow Regional Police Service. As a condition of employment, the successful candidate must be willing to sign a confidentiality agreement.

JOB QUALIFICATIONS AND SKILLS

- Strong organizational and prioritization skills with the ability to manage complex assignments independently.
- Knowledge of police methods, practices, and court procedures is a strong asset.
- Attention to detail in managing sensitive and confidential information.
- Proficient with record management systems and data entry.
- Ability to liaise effectively with multiple external agencies.
- Experience working in a law enforcement or court administration environment is preferred.
- Clear Criminal Record Check.
- Willingness to sign off on a confidentiality agreement.

All interested applicants are asked submit their resume and cover letter to Rebecca MacNeil, Director, Human Resources (rebecca.macneil@newglasgow.ca) on or before end of day Friday June 13, 2025.

STATEMENT OF INTENTION

We encourage applications from a wide spectrum of backgrounds and experiences, recognizing the immense value that diversity brings to our team. We're on a journey of learning and growth, continually striving to create a more inclusive and equitable environment. We encourage individuals from historically underrepresented communities, including Black, racialized, and Indigenous Peoples, members of the 2SLGBTQI+ community, newcomers to Canada, and People with Disabilities, to apply.

We are committed to providing accommodation for individuals with disabilities at every stage of the hiring process. We recognize that there is always more to learn and improve upon in our journey towards greater inclusivity and humility.

THE TOWN OF NEW GLASGOW IS GUIDED BY KEY STRATEGIES THAT DEFINE OUR COMMITMENT TO PROGRESS:



Investment in Infrastructure: We believe in the power of well-maintained infrastructure to drive growth and prosperity.

Commercial Development: We actively promote a business-friendly environment, fostering economic expansion.

Environmental Stewardship: We are dedicated to preserving and enhancing our natural surroundings for current and future generations.

Downtown Revitalization: We are invested in revitalizing our town center, making it a vibrant hub for all.

Cultural Diversity: We celebrate diversity and actively work to build an inclusive community.

Strategic Partnerships and Regional Cooperation: We believe in the strength of collaboration and actively engage in regional initiatives.

Health and Safety: We prioritize the well-being of our residents and employees, ensuring a safe environment for all.

The Creative Economy: We recognize the vital role of creativity and innovation in driving economic growth.

As an employee in New Glasgow, you'll be part of a community that embraces growth, diversity, and progress. Join us in shaping a future filled with opportunities, both for personal and professional development, in a town that treasures its heritage while embracing a forward-thinking vision.

A complete job profile, outlining additional competencies, educational and experience requirements and working conditions can be provided to candidates upon request.