

The Town of Woodstock Police Force is seeking a motivated and detail-oriented individual to join our team as a **COURT LIAISON**. The Court Liaison is responsible for assisting police officers by performing all administrative functions related to court proceedings, ensuring that all police files and court documents are appropriately prepared, submitted, updated, tracked and filed. This ideal candidate will require strong organizational skills, attention to detail, and the ability to coordinate communication between various legal and law enforcement entities. A pivotal responsibility of this role will be to attend Provincial Court and coordinate, prepare and oversee the information filings, document management, to ensure the smooth operational presentation of police-related court cases.

KEY RESPONSIBILITIES

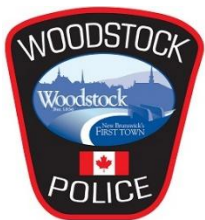
- **Administration of court files:** Review and ensure that all court files presented to the crown prosecutors and the Provincial Court meet the required standards of completeness and accuracy.
- **Court Attendance:** Attend Provincial Court daily to present Information under oath, representing the police force. Ensure all information is properly recorded during court sessions, including adjournments, pleas, and sentencing outcomes.
- **Provide administrative support:** Coordinate the transfer of court outcomes, adjournments, and other relevant court information to the police force's records management systems, including internal documents and CPIC files.
- **Coordinate document service:** Prioritize and coordinate the service of court documents such as Notices of Intentions, Subpoenas, and other Orders. Ensure timely service of documents to accused individuals, legal counsel, victims, and other relevant parties.
- **Court docket review:** Review the court docket provided by Provincial Court, ensuring that members are informed about their case load dates and any required court appearances.
- **Act as inter-agency liaison:** Act as a liaison between the police force, Provincial and Federal Crown Prosecutors, ensuring efficient communication and cooperation for an organized court process.
- **Summons and subpoena coordination:** Oversee the preparation and service of all summonses, subpoenas, and other Orders issued by the Court, ensuring that all parties are notified according to legal requirements.
- **File reporting:** Maintain detailed and accurate records of all court-related activities and outcomes and provide regular reports to the Chief of Police and other relevant staff.

EDUCATION AND EXPERIENCE

- Post-secondary education in Criminology or legal office administration, or a related field; an equivalent combination of relevant education and/or experience may be considered
- 2-5 years experience in a legal environment or court setting, demonstrating a strong understanding of legal procedures, court room protocols, and the administration of justice.

SKILLS AND QUALIFICATIONS

- Excellent verbal and written communication skills
- Strong organizational and time-management abilities
- Proficient in Microsoft Office Suite and use of general office equipment
- Ability to handle sensitive information with confidentiality and professionalism
- Ability to adapt to evolving administrative and operational needs
- Class 5 Driver's license with a clean driving record



CORE-FUNCTIONAL COMPETENCIES

Organizational Skills

Ability to effectively and efficiently manage time, workload, and resources to accomplish assigned tasks successfully. Displays reasoning and critical thinking to help solve problems, achieve assigned tasks, collaborate, set goals, and meet deadlines.

Accountability

Takes responsibility for actions and makes decisions that are consistent with ethical standards. Takes responsibility and ownership for decisions, actions, and results. Accountable for both how and what is accomplished.

Interpersonal Communication

Maintains positive working relationships and easily develops rapport with others. Communicates clearly and effectively with people inside and outside of the organization.

Adaptability

Responds to changing circumstances and situations by being flexible and innovative, willing to learn new skills as required, and altering their behavior to adapt to different situations. Responds to all circumstances by remains calm in stressful situations.

Problem Solving

Generates creative approaches to addressing problems and opportunities. Solves difficult problems through careful and systematic evaluation of information, possible alternatives, and consequences. Considers many sources of information and works through situations to come to workable solution.

Position Status: Full-time, Permanent, Unionized

Pay Range: \$24.81 - \$29.49

Benefits: Extended health care, dental care, vision care, disability and life insurance, pension, dental, employee & family assistance program, gym membership/wellness pass at the AYR Motor Centre.

Typical Work Schedule: Monday to Friday, 40 hrs a week; to meet operational demands scheduled hours may fall between 7:00 am- 4:30 pm; evening and weekend work may be required on occasion, based on exceptional circumstances in response to policing/court needs outside of regular working hours.

Application deadline: 2025-04-18

Apply by sending CV and cover letter email to hr@woodstocknb.ca Only those candidates selected for an interview will be contacted. The successful applicant must meet all security screening requirements including but not limited to a criminal background check.