



THE REGIONAL MUNICIPALITY OF DURHAM

Legal Department

Bilingual (French/English) Court Clerk/Monitor-Transcriber **(Regular Full-Time)**

Job ID: 23119
Job Number: 729B
CUPE Local 1764

Open: Apr 17, 2026 Close: May 16, 2026

Diversity, Equity and Inclusion Statement

The Region of Durham is committed to advancing equity, diversity and inclusion within our organization and the communities we serve. We welcome and encourage applications from people who are Indigenous, racialized persons, women, persons with disabilities, members of LGBTQ2S+ communities, and others who may contribute to the further diversification of our workforce, including those who experience systemic barriers.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code, accommodation will be provided throughout the recruitment process upon request, based on any Code-protected ground.

Number of Available positions:

Vacancies: one (1)

Bilingual Court Clerk/Monitor - Transcriber

This position is responsible for providing French language expertise by responding to written and verbal inquiries for Durham Region, Provincial Offences Court Services. Reporting to the Supervisor, Court Services, the incumbent will:

- Provide judicial support in both French and English court proceedings by opening and closing court, calling recesses and adjournments, arraigning, swearing/affirming witnesses and ensuring courtroom decorum
- Translate documents from English to French and French to English
- Respond to and process all French language inquiries
- Ensure court decisions are endorsed accurately
- Update dispositions into ICON (Integrated Court Offences Network-Province wide computer system) to enforce the court order and create a financial record
- Coordinate trials and adjournments in the courtroom to utilize court time efficiently and provide effective service to all stakeholders
- Perform Clerk of the Court duties as authorized by the Provincial Offences Act
- Receive, label, store and release exhibits
- Receive, verify, process and distribute pre/post-court dockets for Provincial Offences Act matters
- Monitor electronic audio recording equipment in the courtroom while annotating detailed notes of the court proceedings
- Assist with the logging of transcript orders, transcript invoicing and audio recording requests
- Prepare and enter courtroom utilization (ISCUS) into ICON

The successful applicant will possess:

- A post-secondary certificate in Court Support Services or a related discipline or equivalent combination of education and experience
- Proficiency in French verbal and written skills at an advanced level; excellent spelling and grammar skills in French and English
- Several years' experience in a court environment
- Knowledge of processes, legislation and regulations related to the Ontario Court of Justice and the Provincial Offences Act
- Proficiency in the use of Adobe Acrobat, Microsoft Word, Outlook, Teams and Excel
- Superior keyboarding skills with a minimum typing speed of 60 wpm
- Experience in using ZOOM or other virtual meeting applications
- Knowledge of the ICON computer system
- Superior spelling, grammatical and listening skills



- Excellent communication and public speaking skills
- Exceptional attention to accuracy and detail
- Ability to operate electronic recording equipment (eg. Liberty Recording System)
- Exceptional organization skills with the ability to multi-task and work in a fast paced, high volume, public and formal environment.
- The ability to work independently and as part of a team
- A commitment to treating all clients and colleagues with dignity, respect, and cultural sensitivity

Note: Applicants must be fully bilingual in French and English (both written and verbal). Successful completion of advanced-level testing for verbal and written French language skills is a pre-requisite to obtaining an interview. The successful candidate must also comply with the Memorandum of Understanding Standards as established by the Province of Ontario.

CUPE 1764 Salary Grade 6

This position is with Salary Grade 6 and will be paid at the following hourly rates:

- Start: \$43.59 - Six Month: \$46.01 - Job: \$48.43

Conditions of Employment

All applicants are expected to comply with the Region of Durham's Code of Ethics and Code of Conduct Policies throughout the recruitment process. Prior to the start date, the successful candidate will be required to provide a satisfactory Criminal Record and Judicial Matters Check dated within two (2) months from date of hire. Proof of education, qualifications and any other job bona fide requirements will also be collected.

External Application Process

Come find a home where exciting and rewarding careers are balanced with your lifestyle. We thank all applicants; however, only those being considered will be contacted. Please apply online (www.durham.ca) no later than midnight (Eastern Standard Time) on the closing date indicated on the Job Posting.

The Region of Durham is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity and you require accommodation, or if this information is required in an accessible format, please contact us at: RecruitingHelp@durham.ca and a Recruiter will provide appropriate assistance pursuant to the Region's Accommodation and Accessibility policies. Please note that resumes should not be sent to RecruitingHelp@durham.ca.

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