

# JOB POSTING

## BELLEVILLE OR PICTON OFFICE

<b>TITLE:</b>	<b>Disclosure Clerk</b> Temporary Assignment ending March 31, 2022	<b>POSTING DATE:</b>	July 26, 2021
<b>CATEGORY:</b>	CUPE Local 2197	<b>CLOSING DATE:</b>	July 30, 2021
<b>CURRENT JOB LOCATION:</b>	Picton	<b>SALARY RANGE:</b>	\$46,550 - \$58,188
<b>START DATE:</b>	Aug 3, 2021	<b>REQUISITION #:</b>	52

### POSITION DESCRIPTION:

Reporting to the Supervisor, Records Information Management, the incumbent is responsible for preparing disclosure requests by redacting information, including but not limited to record checks, requests from other CAS agencies, requests from clients, former clients, legal representatives, court ordered file disclosures, requests from The Office of the Children's Lawyer, community partners, and others.

### REQUIRED QUALIFICATIONS, KNOWLEDGE, EDUCATION AND SKILLS:

- Two-year accredited College Diploma in Legal Office Administration or Law Clerk. Consideration may be given to candidates with a two-year diploma from an accredited College in Business Administration or other related program, plus an additional two years' experience related to legal disclosures.
- Basic knowledge of the Child, Youth & Family Services Act and child protection proceedings.
- Demonstrated ability to coordinate matters in the legal system relating to lawyers, Society staff and members of the public involved in the court system.
- Knowledge of court rules, the relevant legislation and expectations of the court office, and understanding of child protection clinical practice.
- Detail-oriented with an analytical approach to problem-solving and the demonstrated ability to work from a solutions-focused, strengths-based perspective.
- Proficient interpersonal skills and the ability to establish and maintain collaborative working relationships.
- Demonstrated written communication skills to meet agency recording responsibilities and other administrative requirements.
- Proven organizational and time management skills to set and meet priorities established by the agency.
- Proven ability to work independently as well as to function as a cooperative team member.
- Proficient in the use of technology including keyboarding skills, familiarity with using Microsoft Office, Adobe Pro, Windows 7, Outlook, Kardex, eForms/CWIS and Lotus Notes.
- Willingness to be a project champion, mentor and coach, and to support the knowledge development of colleagues.
- Demonstrated understanding of filing systems within the agency would be an asset.

The Employer reserves the right to waive the required qualifications in the event of other exceptional qualifications or experience.

**TO APPLY:** Please send applications, including up-to-date resume and cover letter outlining how your qualifications match the position requirements, by 4:30 pm on closing date.

**Please reference Requisition # in application**

Please submit via email to: [careers@highlandshorescas.com](mailto:careers@highlandshorescas.com)

or via hard copy to The Human Resources Department

We are an equal opportunity employer and welcome applications from all qualified candidates. Accommodations throughout the recruitment and selection process are available upon request.

*For a complete list of duties and qualifications, obtain job description by contacting HR*