



## **JOB DESCRIPTION**

The Corporation of the City of Orillia has an opening for a Seasonal Enforcement Officer II for 24 hours per week in the Legislative Services Division of the Clerk's Department.

## **DUTIES**

- Ensure proper and consistent enforcement and compliance with municipal by-laws.
- Enforce and obtain compliance by gathering evidence, explanation, mediation, and if necessary, initiating legal action including laying charges.
- Conduct foot patrols, or operate motor vehicle or bicycle to enforce municipal by-laws.
- Maintain accurate and detailed records and up-to-date information.
- Prepare Prosecutor Briefs including information and instructions to ensure adequate and complete information is available for court proceedings. Attend and give evidence in court as required.
- Receive and respond to inquiries; provide information and assistance.
- Deal with all contacts in a courteous, friendly and efficient manner to promote a high standard of public relations at all times.
- Other duties as assigned.

## **QUALIFICATIONS**

- Two year college diploma in Law Enforcement/Investigative Studies or related field.
- Thorough working knowledge of municipal by-laws, provincial legislation, and enforcement procedures.
- Possess the ability to work in a team environment.
- Ability to communicate clearly and tactfully, verbally and in writing.
- Valid Class 'G' Ontario driver's licence with an acceptable driver's abstract.

The successful candidate will be required to obtain an acceptable Criminal Record Check with a Vulnerable Sector Check at their expense.

The contract period for this position is June to August for 24 hours per week. Compensation for this position is \$17.00 per hour. Interested applicants are invited to submit their resume (in MS Word or PDF format) in confidence by April 18, 2019 at noon to:

Lori Bolton, CHRL,  
Director of Human Resources,  
City of Orillia,  
50 Andrew Street South, Suite 300  
Orillia, ON L3V 7T5  
Fax: (705) 325-5904  
Email: [lbolton@orillia.ca](mailto:lbolton@orillia.ca)

Note: The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants that apply and advise that only those to be interviewed will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act 2001, S.O. 2001, c. 25., and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, City of Orillia, 50 Andrew St. S., Orillia ON L3V 7T5.