



Employment Opportunity

SCREENING OFFICER **(12 Month Contract)**

The Township of Essa is a dynamic and growing municipality with a current population of approximately 24,000, located in the County of Simcoe and southwest of the City of Barrie. The Township is currently seeking an individual to fill the requirements of a SCREENING OFFICER.

Reporting to the Manager of ASE, the Screening Officer is responsible for administering and reviewing Penalty Orders that enforce provincial legislation and municipal by-laws pertaining to Automated Speed Enforcement.

Key Qualifications:

- Post-secondary diploma in a legal or court administration program or equivalent.
- One year of previous experience providing services in a court system, legal environment or parking enforcement setting involving direct contact with the public.
- Completed coursework or training in mediation and/or conflict resolution, or equivalent is an asset.

This is a 12-month contract position (with the possibility of an extension and/or the potential for permanent placement). The wage rate is **\$36.78/hr (\$66,940.61 annually)**. 35 hours per week. **A Criminal Record Check will be required upon start.**

Qualified candidates are invited to submit their resume by **3:00 pm** on **April 16, 2025** to:

Screening Officer Recruitment

Attention: Athena Piskopos, Executive Assistant/HR Coordinator
Township of Essa, 5786 County Road #21, Utopia, Ontario L0M 1T0
apiskopos@essatownship.on.ca

The Township of Essa is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness and welcomes applications from qualified individuals of diverse backgrounds. We are committed to providing barrier-free and accessible employment practices and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. If contacted for an employment opportunity, please advise if you require Code-protected accommodation and we will work with you to meet your needs.

We thank all applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.