



**Employment Opportunity
Municipal By-Law Officer - Level 3
Permanent Part-time, (up to 24 hours bi-weekly)
C.U.P.E. Local 1785-01
Includes nights and weekends
\$27.19 per hour**

DEVELOPMENT SERVICES

Reporting to the Director of Development Services and the Level 1 Officer, the incumbent will:

- Respond to and investigate customer complaints and educate complainants and violators of relevant by-laws.
- Manage case files and initiate the appropriate actions while promoting voluntary compliance with the Township's regulatory Bylaws.
- Prepare general correspondence, including Notices, Orders, court briefs and other materials for court.
- Lay charges where required (certificates of offence and parking infraction notices) and compile evidence in a clear, concise manner.
- Initiate court proceedings and testify at trials and hearings as required.
- Develop and maintain a working knowledge of the Township, Region, Provincial and Federal jurisdictions.
- Other requisite duties as assigned.

Required experience and education will include:

- Enrollment in or Graduate of a Post-Secondary program in Law and Security, Police Foundation, Criminology, or a related field; or
- Demonstrated experience in Law Enforcement.
- A working knowledge of the Ontario Court of Justice, the Provincial Offences Act, and the Highway Traffic Act;
- Certification through the Municipal Law Enforcement Officers Association would be considered an asset;
- Possession of a valid Class G Ontario Drivers License.

Skills and Competencies Required:

- Excellent interpersonal and customer service skills;
- Excellent written and verbal communication skills;
- Excellent conflict resolution skills, with the ability to deal with irate members of the public;
- The ability to apply sound judgment
- Computer literate with particular attention to PC based software within the Microsoft Office suite;
- Available to work evenings and weekends.
- A satisfactory Criminal Records Check and clean driving record are conditions of employment.

A Class G Driver's license and the use of a reliable vehicle is a requirement for this position. The successful applicant will be required to provide a Police Criminal Reference Check.

NOTE: We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

Please submit a detailed application outlining current experience, background and education. The application must be received by Valerie Ratchford, Human Resources no later than 4:30 p.m. on **Wednesday January 1, 2025**, at resumes@scugog.ca.

The Township of Scugog is an equal opportunity employer. In addition, accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), please contact Human Resources.