

Court and Client Representative

Organization:

Ministry of the Attorney General

Division:

Court Services

City:

Kenora

Language of Position(s):

English

Job Term:

2 Permanent

Job Code:

10OAD - Office Administration 10

Salary:

\$29.53 - \$34.75 Per hour*

*Indicates the salary listed as per the OPSEU Collective Agreement.

Understanding the job ad - definitions

Posting Status:

Open

Job ID:

246877

[Apply Online](#)

Take pride in serving the public and delivering accessible, fair and timely court services

Experience the justice system from the inside. You'll play a key role in ensuring the courts run smoothly and serve as an essential contact between the legal system and your community.

About the job

Working in court administration is dynamic and exciting – every day is different. You can expect to:

- work with and support judges, lawyers, the public and justice system participants
- work both in the courtroom and at the court office
- manage court records, receive and draft court documents and review legal documents
- support online, hybrid, and in-person hearings and use court recording equipment
- guide the jury selection process and manage court materials

Visit our [Become a court and client representative page](#) for more information on the role.

Want to learn more about this opportunity?

Join us for an information session on **July 28th, 2026 at 1:00pm/12:00pm EST/CST** where you will have a chance to find out more about the job, the team and the Branch.

Be sure to add this event to your calendar so you don't miss out!

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 258 401 268 819 020

Passcode: fr3BC2n4

If you can't make it – no problem. Attendance at the session is optional and will have no impact on hiring decisions.

Open House at the Courthouse!

Join us for an in-person Open House to learn more about this exciting opportunity. Meet court staff, explore the courthouse environment, and gain insight into the day-to-day responsibilities, career paths, and impact of the Court and Client Representative role.

This is your chance to ask questions, and discover what it's like to support the delivery of justice services in Ontario.

Date: August 5th, 2026

Time: 2:30pm - 6:30pm CST

Location: 216 Water Street, Kenora, Ontario, P9N 1S4

[Register for the event here!](#)

What you bring to the team**Mandatory requirement**

- You can type at least 30 words per minute

Additional requirements:

You may need to be:

- available to work an irregular schedule, including on weekends and holidays
- willing to travel to different courts by air or car
- licensed to drive in Ontario

Technical skills

You can:

- apply guidelines, procedures, policy, legislation and regulations to your work
- adapt and learn new skills and digital processes

- troubleshoot basic issues with computer equipment and seek technical support when necessary
- host court proceedings using online meeting software
- search for information and enter data in computer programs and databases

Communication and client service skills

You can:

- provide exceptional customer service
- communicate confidently and effectively when you write and speak
- work with complex information and explain it clearly to the public
- pay close attention to detail when completing written tasks

Problem solving and judgement skills

You can:

- take initiative to identify issues and recommend or implement solutions
- apply good judgement in challenging situations
- be discreet and keep sensitive information private

Planning and organizational skills

You can:

- prioritize tasks to meet deadlines and adjust when plans change
- work on your own or with a team

Cash/Payment skills

You can:

- use a cash register to receive payments
- calculate fees, collect and balance daily transactions
- complete a daily record of received payments

Don't meet every qualification?

If you're excited about this position and meet most, but not all, of the listed qualifications, please still consider applying. We recognize that no one person might have every qualification in this job ad, and you just might be the right candidate! Once in the position, you will receive comprehensive training.

What we offer

- We offer a unique opportunity to make a real difference in people's lives, working both in and out of the courtroom.
- You will be joining a team of more than 3,000 frontline staff members and managers across the province, committed to professionalism, collaboration and innovation.
- You will enjoy a friendly and cooperative work environment, career growth opportunities, and on-the-job training.

The Ontario Public Service is one of Ontario's largest employers. Employees work for a wide range of ministries, with offices in more than 70 cities across the province. We offer:

- a career that can grow across ministries and job functions
- flexible learning and developmental opportunities, including education and mentorship programs
- a modern, friendly and accessible physical work environment
- many employee networks offering support for and education about underrepresented groups

This role comes with a comprehensive compensation and benefits package that includes:

- a defined-benefit lifetime pension plan (guaranteed, ongoing inflation-protected income after retirement)
- group health, dental, life and disability benefits
- a range of vacation and leave options
- an Employee and Family Assistance Program, which provides confidential counselling services

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How we support diversity, inclusion and accessibility

We are building an inclusive workforce that reflects the communities we serve. We encourage everyone interested in working with us to apply, including people with disabilities, Indigenous, Black and racialized individuals, as well as people from all ethnicities, cultures, sexual orientations, gender identities and gender expressions.

Our hiring process is accessible, consistent with Ontario's [Human Rights Code](#) and the [Accessibility for Ontarians with Disabilities Act, 2005](#). We are working to prevent and remove barriers in our hiring processes and can offer [accommodation](#) to address specific needs related to Code-protected grounds such as disability, family status and religion. For more information about accommodation during the hiring process please [contact us](#).

Learn more about the work the OPS is doing to create an inclusive, anti-racist, accessible and

diverse workplace:

- [diversity, equity and inclusion initiatives](#)
- [accessibility](#)
- [Anti-Racism Policy](#)

Additional information

Address:

- 2 English Permanent, 216 Water St, Kenora, North Region, Criminal Record and Judicial Matters Check

Compensation Group:

Ontario Public Service Employees Union
Understanding the job ad - definitions

Schedule:

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Category:

Legal Services

Posted on:

Friday, July 17, 2026

Note:

- **About security checks:**
A criminal or other federal offence record **does not automatically disqualify you** from the position. We consider each situation based on the position's responsibilities.
If a check is needed and you've lived outside of Canada in the past 5 years for 6 or more months in a row, or if you are not a Canadian resident, you'll need to provide an out-of-country police clearance certificate from the country you lived in.
Employment screening checks are only reviewed and evaluated by the Transition and Security Office, which also maintains them and keeps them strictly confidential.
- T-AG-246877/26(2)

How to apply:

1. You must [apply online](#).
2. Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the [Writing a Cover Letter and Resume: Tips, Tools and Resources](#).
3. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
4. Read the [job description](#) to make sure you understand this job.

5. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
6. If you require a disability related accommodation in order to participate in the recruitment process, please [Contact Us](#) to provide your contact information. Recruitment services team will contact you within 48 hours.

Please be advised that the results of this competition may be used to form an eligibility list of qualified candidates to potentially fill future vacancies represented by the Ontario Public Service Employees Union (OPSEU). In accordance with the Collective Agreement, eligibility lists are shared with OPSEU representatives. By applying to this competition, you are providing consent that your name may be shared with OPSEU representatives.

All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from being offered a position with the Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment.

Remember:

The deadline to apply is **Monday, August 10, 2026 11:59 pm EDT**. Late applications will not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

**The Ontario Public Service is an inclusive employer.
Accommodation is available under the [Ontario's Human Rights Code](#) .**

[Apply Online](#)