Belle-Baie

JOB OFFER

Competition No. 059

COURT LIAISON OFFICER
BELLE-BAIE POLICE FORCE

The Municipality of Belle-Baie is seeking a qualified, organized, and dynamic individual to fill the position of COURT LIAISON OFFICER within its police force.

JOB DESCRIPTION:

Reporting to the Chief of Police or designate, the Court Liaison Officer ensures the coordination and administrative follow-up of the police department's court files. They act as the primary point of contact between the police department, the courts, Crown prosecutors, and other relevant authorities. They oversee the preparation, verification, organization, and transmission of court documents, coordinate police officer court appearances, and monitor deadlines and administrative procedures. They also provide general administrative support for the department's operations to contribute to its efficiency and smooth functioning.

More specifically:

- Ensures the coordination and administrative follow-up of court files, including the preparation, verification, and transmission of required documents to the courts and Crown prosecutors.
- Coordinates police officer court appearances and monitors subpoenas/summonses.
- Tracks charges, summonses, and warrants.
- Ensures compliance with court deadlines and administrative procedures.
- Assists in managing the disclosure of evidence by gathering, filing, and organizing reports, statements, photographs, and other necessary documents.
- Handles communications and follow-ups with various judicial authorities.
- Manages document control, filing, archiving, and updating of files and registries.
- Ensures the accuracy, integrity, and confidentiality of information and documents.
- Provides general administrative support to the police department.
- Performs any other related duties upon request.

EXPERIENCE / EDUCATION:

- Hold a post-secondary, college, or university diploma/degree in administration. Training in paralegal technology or justice administration is an asset.
- Possess a minimum of three (3) years of relevant experience in a police, legal, judicial, or administrative environment.
- Have solid experience in document management, file preparation, and monitoring administrative procedures.
- Possess a good knowledge of how the justice system works and the procedures related to processing criminal files (an asset).
- Excellent command of **both French and English**, spoken and written.
- Clean criminal record required.
- Demonstrate thoroughness, confidentiality, organizational skills, and integrity; possess sound judgment and strong professional maturity; and be able to work under pressure, manage multiple files simultaneously, and maintain an objective and professional approach when dealing with sensitive situations.
- Hold a valid Class 5 driver’s license and have access to reliable transportation.

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CONDITIONS OF EMPLOYMENT:

- **Workplace:** City of Belle-Baie
- **Status:** Full-time position, starting as soon as possible
- **Salary:** According to the current collective agreement of the United Brotherhood of Carpenters and Joiners of America, Local 1386 (between $26.38 and $38.21 per hour, depending on experience, 35 hours/week)

The City of Belle-Baie is an equal opportunity employer. We thank you for your interest. Please note that only those selected for an interview will be contacted.

Please send your application (resume and cover letter) to rh@bellebaie.ca, indicating the competition number, no later than November 30, 2026, at 11:59 p.m.