



Summer Student Adjudication Services Assistant (Job # 2025-017-IE)

Department:	Corporate Services – Adjudication Services Division
Status:	Full Time, Temporary (4 Months)
Date Posted:	January 20, 2025
Date Closing:	February 3, 2024, at 4:00pm
Number of Positions:	1
Scheduled Hours/Shifts:	35 hours per week
Salary:	\$18.49 - \$20.79 per hour

WHY Stouffville:

Working for the Town of Stouffville means being a part of a tight-knit workforce, where we foster a sense of belonging. The Town is dedicated to supporting employees by offering competitive wages, opportunity to participate in OMERS pension plan, flexible schedules, complementary gym membership and access to our employee discount program.

Allow your resume to stand out with experience working within a local government organization, while working within your community. Those joining the Town's Corporate Services team will have an opportunity to work amongst a dynamic group of peers in a positive work environment. Work on projects that have a direct and positive impact on the lives of the citizens of Stouffville.

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflects the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

Position Purpose:

The Corporate Services Commission is accepting applications for an Adjudication Services Assistant. This is a summer position from May 5 – August 30, 2025. This position will assist the Adjudication Services Division with administrative tasks, responding to internal and external inquiries, uploading evidence for Screenings, and professional customer service. Duties will also include working in a team environment in unison with other departments within the Corporation and outside agencies and assisting other Corporate Services staff where required.

Qualifications and Requirements:

- Currently enrolled in post-secondary education in Law Enforcement, Business Administration, Paralegal, or related field.
- Must be a full-time student aged 16-30 intending to return to full time studies in the Fall.
- Interested in law enforcement, court processes, administrative justice, or a related area.
- Strong research, analytical and communication skills with a high level of attention to detail and the ability to work independently on specific tasks.
- Superior customer service and public relations skills.
- Computer proficiency with Microsoft Office is an asset.
- Experience using software and databases to track, analyze and report on data is an asset.



How to apply:

Please forward your resume in confidence by **February 3, 2025, at 4:00 p.m.**, identifying **Job #2025-017-IE** in the subject line to hr@townofws.ca.

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.