

Join Our Team!

Competition Number:	#WE-CAS-26-13
Department:	Administration
Status	1 Permanent Vacancy
Pay Band 6:	\$55,189 - \$71,324/year <i>Pay assignments are based on internal education and experience benchmarks.</i>
Hours of Work:	33.75 hours/week

WECAS is seeking a detail-oriented, organized, and dependable professional to join our Disclosure Services team as a **Court Services/Disclosure Clerk**.

Reporting to the Privacy Officer/Clinical Education Specialist, this position provides essential administrative support, collecting, reviewing and vetting files for disclosure in accordance with applicable provincial legislation including the Personal Health Information Protection Act (PHIPA), Part X of the Child, Youth and Family Services Act (CYFSA), and rules of civil procedure. The incumbent will also respond directly to disclosure requests from council and service recipients.

This role is well suited to someone who enjoys working in a fast-paced environment, has a strong understanding of confidentiality and attention to detail, and is comfortable managing competing priorities and meeting firm deadlines.

As Court Services Clerk, you will provide a range of administrative and court-related services, including:

- Processing disclosure requests and preparing file disclosures for parties and/or solicitors involved in child protection and third-party matters.
- Reviewing files and ensuring that appropriate information is removed or redacted prior to disclosure.
- Maintaining accurate, organized, and up-to-date internal filing systems.
- Tracking administrative time and photocopying costs associated with disclosures to support cost recovery.
- Maintaining accurate statistical records related to children's in-care status.
- Preparing statistical information and reports relating to Legal Services, as requested.
- Drafting and preparing routine correspondence and documentation.
- Maintaining regular communication with relevant parties and following up as necessary.

Work Schedule & Compensation

The Court Services Clerk is required to work regular business hours of 9:00 a.m. to 4:30 p.m., Monday to Friday. Due to the nature of the position, including court-related deadlines and fluctuations in workload and volume, additional hours may occasionally be required. Compensation and applicable terms and conditions of employment are in accordance with the Collective Agreement.

What You Bring

The successful candidate will be organized, detail-oriented, and able to work effectively with sensitive and confidential information. You will demonstrate professionalism, sound judgment, and the ability to manage multiple priorities while working within stringent deadlines.

You will have:

- A two-year college diploma in a legal administrative field, or a Grade 12 diploma with a minimum of five (5) years of relevant experience.
- Strong computer literacy and the ability to learn and use administrative and records-management systems effectively.
- Effective oral and written communication skills.
- Strong organizational and time-management skills.
- The ability to work independently while also contributing effectively as part of a team.
- The ability to work under pressure, manage competing priorities, and meet stringent deadlines.
- An understanding of legal terminology and court-related processes.
- Be able to obtain a clear, Agency-approved Police Record Check, clear of any pending charges, convictions and pardons.

This is an opportunity to bring your organizational and administrative skills to a team where accuracy, confidentiality, responsiveness, and attention to detail make a meaningful difference.

How to Apply

Interested candidates are invited to submit an updated **cover letter and resume** (in PDF as 1 attachment) by email to Careers@wecas.on.ca, noting the competition number and position name in the subject line, no later than **4:30 p.m. on September 25, 2026**.

Throughout the recruitment process, email will be the primary method of communication. WECAS is committed to a candidate selection process and work environment that is inclusive, accessible, and barrier-free. Candidates who require accommodation at any stage of the recruitment and assessment process are encouraged to advise us of their accommodation needs so that appropriate arrangements can be made to support their full and equal participation.