



<b>Job Title:</b>	Traffic/Accounting Clerk
<b>Division:</b>	Justice Services
<b>Reports To:</b>	Senior Court Clerk/Office Manager
<b>Name of Incumbent:</b>	TBD
<p><b>Purpose:</b> Under the supervision of the Senior Court Clerk/Office Manager, is responsible to provide accounting and data entry for Justice Services</p>	
<p><b>Cultural Identity Attributes:</b>  A logical, systematic individual who enjoys challenging situations and has a strong desire to achieve results. Is organized, detail oriented, dependable, self-reliant and a self-starter. Compliance with corporate values and culture.</p>	
<p><b>Roles &amp; Responsibilities:</b></p>	
<p><b>Traffic Clerk</b></p> <ul style="list-style-type: none"> <li>• Data entry of statement of offence forms</li> <li>• Enters &amp; archives tickets in court software program</li> <li>• Maintains tracking of all statement &amp; offence forms</li> <li>• Maintains &amp; processes guilty in default files</li> <li>• Responds to traffic ticket related inquiries</li> <li>• Maintains Notice of Judgment bills</li> <li>• Prepares statistical reports</li> <li>• Assists Senior Court Clerk/Office Manager when required</li> </ul>	
<p><b>Accounting Clerk</b></p> <ul style="list-style-type: none"> <li>• Data entry of all financial transactions</li> <li>• Enters supplementary court ordered costs</li> <li>• Enters court judgments on guilty in default roles</li> <li>• Maintains official receipt filing system &amp; file status accuracy</li> <li>• Prepares financial reports</li> <li>• Reconciles accounts receivables, payments &amp; write offs with Accounting department</li> <li>• Verifies &amp; enters Bailiff fees and payments</li> </ul>	



P.O. Box 720

Kahnawake Mohawk Territory J0L 1B0

*‘Isi Nīkaió ‘tenfiseró:tens Ne Onkweshón: ‘a Rotiio ‘tens*

**HUMAN RESOURCES UNIT**

Tel.: (450)632-7500

Fax: (450)638-5958

Website: [www.kahnawake.com](http://www.kahnawake.com)

- Maintains deferred payment measures
- Maintains & administers warrants
- Assists Senior Court Clerk/Office Manager when required
- Is required to assume responsibilities as Court Clerk and Administrative Assistant on an as needed basis

*The statements herein reflect general details to describe the principle functions for this job, and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.*

**Decision Making Authority:**

- Determines client service delivery methods;
- Decides on appropriate filing and data entry methods;
- Determines systems and processes requirements;
- Determines the method to resolve issues with clients.

**Accountability:**

- To provide accounting services for the Court of Kahnawà:ke accurately and within specified time frames
- To provide accurate data entry, filing and record keeping;
- To maintain and on time flow of information between court administration and accounting accurately and in a timely manner;
- To deal cordially with the general public;
- To maintain confidentiality;
- To adhere to the MCK Administration Manual-Personnel Policy and Kanien’kéha Language Initiatives.
- Is required to assume the responsibilities as Senior Court Clerk and Administrative Assistant on an as needed basis and within capacity of being cross trained for duties.

**Education & Experience:**

- DEP in Office Technology, Accounting, or related field; plus one (1) year relevant experience;
- OR
- High School Diploma, plus three (3) years relevant experience in accounting/legal environment.


**Specific Skill Sets:**

- Incumbent must not have pled or been found guilty of a criminal offence;
- Sound knowledge of computer and accounting procedures;
- Capability to administer & maintain accounting records in a manner that facilitates the financial audit;
- Detailed knowledge of court proceedings involving traffic and criminal procedures;
- Solid organization skills;
- Ability to deal with pressure;
- General understanding of Kahnawà:ke Justice System;
- Capability to be cross train for the positions of Senior Court Clerk and Administrative Assistant
- Ability to communicate in the Kanien’kéha and French languages is an asset
- Willingness to learn Kanien’kéha is required.

**Working Environment:**

- Five day work week and normal office environment;
- Occasional overtime may be required in order to meet the accounting needs of the Court of Kahnawà:ke;
- Moderate stress and productivity pressure associated with tight deadlines.

**Competencies:**

<b>Self - Management</b>	<b>Client &amp; Team Relations</b>	<b>Quality Decision Making</b>	<b>Professional Capacity</b>	<b>Communication</b>	
TBD	TBD	TBD	TBD	TBD	
<b>Adaptability</b>	<b>Planning and Organizational Knowledge</b>	<b>Leadership</b>	<b>Language &amp; Culture</b>		
TBD	TBD	TBD	TBD		

STRENGTH

PEACE

UNITY

# Mohawk Council of Kahnawake

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Kahnawake Mohawk Territory J0L 1B0

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**Commitment Statement:**

I serve my community with its best interest in mind by supporting and encouraging creative, critical and resourceful thinking, accepting and nurturing new ideas and approaches and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

**Signatures:**

Employee's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Director of Human Resources: \_\_\_\_\_