

Job Title: Prosecutions Clerk

TEAM: PROSECUTIONS & MONITORING

Job Status: 1 Temporary Ending (Existing position vacancy)

Eligibility: Open to any qualified applicant

PROSECUTIONS CLERK

Performs various legal and file management tasks to support efficient proceedings before the Discipline and Fitness to Practise Committees, and unregistered practitioner proceedings.

I. KEY RESPONSIBILITIES

- Supports effective proceedings by preparing disclosure; drafting and preparing legal documents and memos; scheduling and attending witness interviews; and providing other support for the hearings process, as required.
- Maintains files ensuring adherence to team processes.

II. REQUIRED QUALIFICATIONS

Education and Experience

- Law Clerk Certificate/Diploma.
- 2-4 years of law clerk experience.
- Member of the Institute of Law Clerks of Ontario (ILCO).

Organizational Competencies

Consistently demonstrate CNO's Staff Core Competencies:

- **Innovation** – Curiously cultivate new ideas with a desire to learn and a collective focus on the best outcome.
- **Integrity** – Conduct every interaction with fairness, honesty, and mutual respect.
- **Collaboration** – Work with the right people at the right time to make the best-informed decision.
- **Well-being** – Care for the physical, mental, spiritual, and emotional needs of ourselves and others

Job Competencies, Knowledge, Skills

- **Analytical and Critical Thinking** – uses knowledge and understanding of legislation and administrative law in the preparation of disclosure and legal documents and memos and to support the hearings process.
- **Communication** – uses effective communication skills to exchange information, provide timely responses and follow up with relevant system partners for the appropriate handling of case files.
- **Attention to detail** – requires focused attention when reviewing information to prepare disclosure and draft legal documents and memos, identifying relevant from irrelevant detail.
- **Planning and Organizing** – identifies competing priorities when managing case loads to meet established timelines; develops plans to complete activities; implements tools and adjusts plans and course of action as required.
- **Problem Solving** – works collaboratively as part of a legal team to identify issues and analyze problems to support efficient proceedings; uses knowledge and understanding of legislation, administrative law and CNO procedures to determine next course of action.
- Proficient in MS Office Suite such as Word, PowerPoint, Excel and Outlook, Adobe Pro, and collaborative technologies such as SharePoint, Teams and Zoom.

Hiring Range: \$89,108 - \$94,692

Full Hiring Range: \$89,108 - \$106,930

To Apply

Please email cover letter and resume by **October 24, 2025**, at **4:00pm ET** to via UKG Pro.

Our DEI Commitment

The College of Nurses of Ontario protects the public by promoting safe nursing practice. We strive to be diverse, inclusive, fair, equitable and accessible by addressing barriers and promoting dignity and respect for all. If you require Code-protected accommodation at any time during the recruitment process, please contact careers@cnomail.org citing "Request for Accommodation" in the subject line.

Land Acknowledgement

The College of Nurses of Ontario (CNO) operates on the traditional, ancestral and unceded territories of many Indigenous communities across Ontario which continue to be home to Indigenous peoples.

CNO's office is in Toronto, on land that is the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples.

AI Statement

CNO confirms that artificial intelligence is not used in any aspect of its recruitment, selection, or hiring practices at this time.