

# Casual Court Clerk

**Location:** Rural Municipality of Edenwold No. 158, Saskatchewan

**Employment Type:** Contract

**Department:** Administration



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## About Us

The RM of Edenwold (RM) is a growing municipality that combines rural charm with modern opportunities. Our team plays a key role in supporting vibrant communities, thriving agriculture, and dynamic business districts. Located along major highways, we're a hub for development and innovation—making your work impactful and rewarding.

## Role Overview

The RM of Edenwold is seeking a reliable and detail-oriented individual to serve as Court Clerk. Reporting to the Assistant Chief Administrative Officer (Assistant CAO) and the Justices of the Court, the Court Clerk provides administrative and clerical support for the RM's monthly bylaw court proceedings. This role is responsible for ensuring accurate record-keeping, effective coordination, and the smooth operation of court sessions. Training will be provided.

## Key Responsibilities

- Prepare the docket for each bylaw court sitting and notify all required parties accordingly.
- Prepare the courtroom in advance of proceedings, including setting up and testing courtroom audio and recording equipment.
- Call court to order and formally introduce the presiding Justice.
- Monitor and ensure the proper functioning of recording equipment throughout court proceedings to maintain accurate records.
- Declare court status, including adjourned, re-convened, and closed, as directed by the Justices.
- Complete and maintain all required court documentation, including endorsement sheets, notices of fine, and exhibits.
- Provide clerical and administrative support related to monthly bylaw court proceedings, ensuring accuracy, confidentiality, and compliance with applicable legislation and procedures.

## Education & Qualifications

- Post-secondary education with a strong understanding of municipal legislation.
- Knowledge of the justice system considered an asset.

- Working knowledge of courtroom audio and recording equipment.
- Exceptional attention to detail with a high level of accuracy.
- Proficient in Microsoft Office software applications.
- Demonstrated skills and experience in administrative and secretarial duties.

## Compensation

Competitive compensation will be determined by qualifications and agreed upon during the contract negotiation process.

## How to Apply

Qualified candidates should submit a resume and cover letter to the RM of Edenwold No. 158 by:

- **Email:** info@edenwold-sk.ca
- **Mail or In-Person:**
  - RM of Edenwold No. 158  
100 Hutchence Road  
Emerald Park, SK S4L 1C6
- **Fax:** 306-347-2970

Applications will be accepted until **4:00 p.m. on Friday March 27, 2026**

*We thank all applicants for their interest; only those selected for an interview will be contacted.*