

### ARBITRATOR

#### *Useful Links*

- Alternative Dispute Resolution Institute of Canada - <http://www.adrcanada.com/>
- Alternative Dispute Resolution Institute of Ontario - <http://www.adrontario.com/>
- Chartered Arbitrator Information - <http://www.adrcanada.ca/education/arbitrator.html>

### BAILIFF / SHERIFF

#### *Description*

Sheriffs execute and enforce court orders, warrants and writs, participate in seizure and sale of property and perform courtroom and other related duties. Sheriffs and bailiffs are employed by provincial or territorial courts, and bailiffs may be employed as officers of the court or in private service as agents for creditors.

#### *Specific Duties*

Sheriffs and bailiffs perform some or all of the following duties:

- Serve statements of claims, summonses, warrants, jury summonses, orders to pay alimony, and other court orders
- Serve writs of execution by seizing and selling property and distributing the proceeds according to court decisions
- Locate property and make seizures and removals under various acts of Parliament
- Provide courthouse security for judges and perimeter security for the courthouse
- Escort prisoners to and from courts and correctional institutions
- Prepare comprehensive reports and affidavits and maintain records
- Attend court, escort witnesses and assist in maintaining order
- Provide security support for sequestered juries
- Issue warrants for imprisonment, arrest or apprehension.

#### *Requirements*

- Completion of secondary school is usually required.
- A college diploma in legal studies may be required.
- Bailiffs usually require some work experience related to law enforcement as well as knowledge of relevant statutes and laws.

#### *Useful Links*

- Ontario Bailiffs Association - <http://www.ontariobailiff.ca/>

### BORDER SERVICES OFFICER

#### *Description*

This unit group includes government officers who administer and enforce laws and regulations related to immigration, employment insurance, customs and tax revenue. They are employed by government agencies.

#### *Specific Duties*

Customs officers and inspectors perform some or all of the following duties:

- Question persons at border points to determine the admissibility of goods and assess duty
- Inspect baggage to detect undeclared merchandise, or contraband
- Inform manufacturers and shippers of customs and laws and procedures

## Careers in the Justice Sector

- Observe fabrication of articles affected by customs laws and conduct appraisals
- Board carriers arriving from foreign countries to determine nature of cargo to ensure compliance with customs and commerce laws
- Inspect goods imported by mail
- May arrest and detain individuals suspected of having committed a criminal offence under the Customs Act or certain other designated Criminal Code offences until police intervention is possible.

### *Requirements*

- A bachelor's degree or college diploma is usually required.
- Several years of related administrative or regulatory experience may be required.
- Completion of specialized government training is required.

### *Useful Links*

- Become of Border Services Officer - <http://cbsa.gc.ca/job-emploi/bso-asf/menu-eng.html>
- Canada Border Services Agency - <http://cbsa.gc.ca>

## CANADIAN SECURITY INTELLIGENCE SERVICES OFFICER

### *Useful Links*

- Canadian Security Intelligence Service - <http://www.csis-scrs.gc.ca>
- Become an Intelligence Officer - [http://www.csis-scrs.gc.ca/en/careers/qualifications\\_io.asp](http://www.csis-scrs.gc.ca/en/careers/qualifications_io.asp)

## CHILD AND YOUTH WORKER

### *Description*

Community and social service workers administer and implement a variety of social assistance programs and community services, and assist clients to deal with personal and social problems. They are employed by social service and government agencies, mental health agencies, group homes, school boards, correctional facilities and other establishments.

### *Specific Duties*

Community and social service workers perform some or all of the following duties:

- Interview clients to obtain case history and background information
- Assess clients' relevant skill strengths and deficits
- Assist clients to sort out options and develop plans of action while providing necessary support and assistance
- Assist clients in locating and utilizing community resources including legal, medical and financial assistance, housing, employment, transportation, assistance with moves, day care and other referral services
- Prepare intake reports
- Counsel clients living in group homes and half-way houses, supervise their activities and assist in pre-release and release planning
- Participate in the selection and admission of clients to appropriate programs
- Assess and investigate eligibility for social benefits
- Meet with clients to assess their progress, give support and discuss any difficulties or problems
- Refer clients to other social services
- Advise and aid recipients of social assistance and pensions
- Provide crisis intervention and emergency shelter services

## Careers in the Justice Sector

- Implement and organize the delivery of specific services within the community
- Implement life skills workshops, substance abuse treatment programs, behaviour management programs, youth services programs and other community and social service programs under the supervision of social services or health care professionals
- Assist in evaluating the effectiveness of treatment programs by tracking clients' behavioural changes and responses to interventions
- Maintain contact with other social service agencies and health care providers involved with clients to provide information and obtain feedback on clients' overall progress
- Co-ordinate the volunteer activities of human service agencies, health care facilities and arts and sports organizations
- Maintain program statistics for purposes of evaluation and research.
- May supervise social service support workers and volunteers.

### **Requirements**

- Completion of a college or university program in social work, child and youth care, counseling or other social science or health-related discipline is usually required.
- Previous work experience in a social service environment as a volunteer or in a support capacity may replace formal education requirements for some occupations in this unit group.
- Social service workers may be required to be a member of a provincial regulatory body in some provinces.
- Progression to professional occupations in social services, such as family and marriage counselors, social workers, and probation and parole officers, is possible with additional training and experience.

### **Useful Links**

- Ministry of Community and Social Services - <http://www.mcsc.gov.on.ca/mcss/splash.htm>
- Ontario Association of Child and Youth Counselors - <http://www.oacyc.org/index.html>

## COMMUNITY LEGAL WORKER

### **Description**

Community legal workers provide counseling and assistance to people in conflict with the justice system, including prison inmates, persons on parole and families of prison inmates, and provide educational services to the community at large.

### **Specific Duties**

Community legal workers perform some or all of the following duties:

- Supervision and counselling for person on parole
- Assistance to help recently released prisoners readjust to life in the community
- Counselling for prison inmates
- Counselling and assistance for families of prison inmates
- Advocacy for both inmates and persons released on parole
- Educational services for the community at large
- Supervision and management of alternative measures programs for offenders
- Mediation services for victims and offenders

### **Requirements**

- Completion of secondary school is required.
- Community legal workers usually have a degree in social work, human justice, sociology or psychology

### CORRECTIONAL SERVICES OFFICER

#### *Description*

Correctional service officers guard prisoners and detainees and maintain order in correctional institutions and other places of detention. They are employed by federal, provincial and municipal governments.

#### *Specific Duties*

Correctional service officers perform some or all of the following duties:

- Observe conduct and behaviour of prisoners to prevent disturbances and escapes
- Supervise prisoners during work assignments, meals and recreation periods
- Patrol assigned area and report any problems to supervisor
- Observe behaviour of prisoners and prepare reports
- Escort prisoners in transit and during temporary leaves
- Prepare admission, program, release, transfer and other reports
- May supervise and co-ordinate work of other correctional service officers.

#### *Requirements*

- Completion of secondary school is required.
- Correctional officer recruits must successfully complete the Corrections Canada training course to be employed by federal institutions.
- Correctional officer recruits are usually required to complete a basic training course to be employed by provincial/territorial institutions.
- Correctional service supervisors require experience as a correctional service officer.

#### *Useful Links*

- Becoming a Correctional Officer - [http://www.mcscs.jus.gov.on.ca/english/corr\\_serv/careers\\_corr\\_become\\_off.html](http://www.mcscs.jus.gov.on.ca/english/corr_serv/careers_corr_become_off.html)
- Correctional Service Canada - <http://www.csc-scc.gc.ca/>
- Ministry of Community Safety and Correctional Services - [http://www.mcscs.jus.gov.on.ca/english/english\\_default.html](http://www.mcscs.jus.gov.on.ca/english/english_default.html)

### COURT CLERK

#### *Description*

This unit group includes those who perform support functions in courts of law, such as calling court to order, preparing court dockets and maintaining exhibits. Court clerks are employed by federal and provincial courts.

#### *Specific Duties*

Court clerks perform some or all of the following duties:

- Call courts of law to order; read charges; take pleas from defendants; swear in witnesses and perform other clerical functions in the courtrooms
- Prepare court files, court dockets and other documents
- Record main court proceedings, including pleas, names of witnesses, dates, times and rulings
- Manage care and custody of court exhibits
- Prepare documents for and participate in jury selection
- Update and maintain court office paper and electronic indexes and files on actions taken by court or in response to court decisions
- Receive, disburse and account for fines, fees and trust monies
- Assist the public in court offices.

<b>Requirements</b>
<ul style="list-style-type: none"> <li>• Completion of secondary school is required.</li> <li>• On-the-job training is provided.</li> </ul>
<b>Useful Links</b>
<ul style="list-style-type: none"> <li>• Department of Justice Canada - <a href="http://justicecanada.ca">http://justicecanada.ca</a></li> <li>• Ontario Courts - <a href="http://www.ontariocourts.on.ca/">http://www.ontariocourts.on.ca/</a></li> <li>• Ontario Public Service Careers - <a href="http://www.gojobs.gov.on.ca/">http://www.gojobs.gov.on.ca/</a></li> </ul>

## COURT REGISTRAR

<b>Description</b>
Court officers co-ordinate the administrative and procedural functions of federal, provincial and territorial courts, such as scheduling trials and overseeing the maintenance of court records.
<b>Specific Duties</b>
<p>Court officers perform some or all of the following duties:</p> <ul style="list-style-type: none"> <li>• Co-ordinate administrative services and establish work priorities for court staff</li> <li>• Schedule court trials and arrange pre-trial conferences and hearings</li> <li>• Call courts of law to order, read charges and take pleas from defendants</li> <li>• Record court commencement, trial proceedings and judgements</li> <li>• Collect and record sheriff fees, transcription fees and other court administrative and services fees</li> <li>• Oversee the maintenance of judicial court records</li> <li>• Assist in preparing annual budgets</li> <li>• May be justices of the peace.</li> </ul>
<b>Requirements</b>
<ul style="list-style-type: none"> <li>• Court officers usually require a university degree in law or business or public administration or a college diploma in public administration or legal studies.</li> <li>• Several years of experience as a court clerk or in another court service occupation are usually required.</li> </ul>
<b>Useful Links</b>
<ul style="list-style-type: none"> <li>• Department of Justice Canada - <a href="http://justicecanada.ca">http://justicecanada.ca</a></li> <li>• Ontario Courts - <a href="http://www.ontariocourts.on.ca/">http://www.ontariocourts.on.ca/</a></li> <li>• Ontario Public Service Careers - <a href="http://www.gojobs.gov.on.ca/">http://www.gojobs.gov.on.ca/</a></li> </ul>

## COURT RECORDER / REPORTER

<b>Description</b>
Court recorders record and transcribe verbatim the proceedings of courts, legislative assemblies and committees, and prepare dictated reports, correspondence and statistics that require knowledge of legal terminology. They are employed by courts of law, provincial and federal legislative assemblies and committees, or they may be self-employed.
<b>Specific Duties</b>
<p>Court recorders perform some or all of the following duties:</p> <ul style="list-style-type: none"> <li>• Record verbatim proceedings of courtroom using computerized recording equipment, electronic stenograph machine or stenomask</li> </ul>

- Respond to requests during court sessions to read back verbatim evidence
- Transcribe recorded proceedings in accordance with established formats
- Verify accuracy of transcripts by checking copy against original record of proceedings and accuracy of rulings by checking with judge
- Research and locate quotes to ensure accuracy
- Respond to requests for transcripts ordered by judges, lawyers or the public
- File and store shorthand notes of court session.

### **Requirements**

- Completion of secondary school is required.
- Completion of a college or other program in court reporting is required.

### **Useful Links**

- Court Reporters' Association of Ontario - <http://www.crao.ca/>
- Department of Justice Canada - <http://justicecanada.ca>
- Ontario Courts - <http://www.ontariocourts.on.ca/>
- Ontario Public Service Careers - <http://www.gojobs.gov.on.ca/>

## CRIMINOLOGIST

### **Description**

Criminologists are employed in universities and throughout the public and private sectors. They are specialists in the study of crime and criminals

### **Requirements**

- A master's or doctorate degree in the discipline is usually required.

## FORENSICS

### **Description**

Forensics experts are primarily concerned with examining trace materials associated with crimes. They provide impartial scientific evidence for use in courts of law to support the prosecution or defence in criminal and civil investigations

### **Specific Duties**

Forensics experts perform some or all of the following duties:

- analysing samples, such as hair, body fluids, glass, paint and drugs, in the laboratory.
- applying various techniques, as appropriate, for example gas and high performance liquid chromatography, scanning electron microscopy, mass spectrometry, infrared spectroscopy and genetic fingerprinting.
- sifting evidence.
- attending and examining scenes of crimes.
- recording findings and collecting trace evidence from scenes of crimes or accidents.
- presenting results of work in written form or by giving oral evidence.
- justifying findings under cross-examination in courts of law.
- researching and developing new techniques.
- analysing and interpreting results and computer data.
- liaising with police to establish forensic strategies.

- writing detailed reports for court.

### **Requirements**

- A bachelor's degree or college diploma is required

## IMMIGRATION OFFICER

### **Description**

This unit group includes government officers who administer and enforce laws and regulations related to immigration, employment insurance, customs and tax revenue. They are employed by government agencies.

### **Specific Duties**

Immigration officers perform some or all of the following duties:

- Determine admissibility of persons seeking entry into Canada by examining documents and conducting interviews
- Grant landed-immigrant status, admit persons or order detention or deportation
- Locate and apprehend persons presumed to be infringing on immigration laws
- Assist in the removal of deported people by seeking authorization from receiving countries and securing necessary travel documents
- Appear as a witness in cases related to immigration appeals.

### **Requirements**

- A bachelor's degree or college diploma is usually required.
- Several years of related administrative or regulatory experience may be required.
- Completion of specialized government training is required.

### **Useful Links**

- Citizenship and Immigration Canada - <http://www.cic.gc.ca/>

## JUDGE

### **Description**

Judges adjudicate civil and criminal cases and administer justice in courts of law. Judges preside over federal and provincial courts.

### **Specific Duties**

Judges perform some or all of the following duties:

- Preside over courts of law, interpret and enforce rules of procedure and make rulings regarding the admissibility of evidence
- Instruct the jury on laws that are applicable to the case
- Weigh and consider evidence in non-jury trials and decide legal guilt or innocence or degree of liability of the accused or defendant
- Pass sentence on persons convicted in criminal cases and determine damages or other appropriate remedy in civil cases
- Grant divorces and divide assets between spouses
- Determine custody of children between contesting parents and other guardians
- Enforce court orders for access or support
- Supervise other judges and court officers.

Judges may specialize in particular areas of law such as civil, criminal or family law.

### **Requirements**

- Extensive experience as a lawyer or as a professor of law with continuous membership in the bar association is usually required.

## Careers in the Justice Sector

- Membership in good standing with a provincial or territorial law society or bar association is required.
- Judges are appointed by federal or provincial cabinet.
- Those appointed to more senior positions in a court, such as chief justice, usually have experience as judges in that court.

### *Useful Links*

- Ontario Courts - <http://www.ontariocourts.on.ca/>

## JUSTICE OF THE PEACE

### *Description*

Justices of the peace administer oaths, issue subpoenas, summonses and warrants and perform other court-related duties such as conducting bail hearings. They are employed by federal and provincial courts.

### *Specific Duties*

Justices of the peace perform some or all of the following duties:

- Issue subpoenas, summonses and warrants, including search warrants
- Receive affidavits, declarations and affirmations
- Administer oaths
- Conduct bail hearings
- Release defendants on judges' orders and explain rights and obligations
- Hear evidence at trials on summary conviction offences and may preside over trials of criminal offences at the discretion of the chief judge of the jurisdiction or as provided for in federal, provincial or territorial statutes
- Perform civil marriages.

### *Requirements*

- Justices of the peace in the provinces are appointed by the lieutenant governor in council and, in the territories, by federally appointed territorial commissioners.
- Completion of a justice registrar, justice of the peace or other court training program is required for court officers and justices of the peace.

### *Useful Links*

- Ontario Courts - <http://www.ontariocourts.on.ca>
- Justices of the Peace Review Council - <http://www.ontariocourts.on.ca/jprc/index.htm>

## LAWYER

### *Description*

Lawyers and Quebec notaries advise clients on legal matters, represent clients before administration boards and draw up legal documents such as contracts and wills. Lawyers also plead cases, represent clients before tribunals and conduct prosecutions in courts of law. Lawyers are employed in law firms and prosecutor's offices. Quebec notaries are employed in notary offices. Both lawyers and Quebec notaries are employed by federal, provincial and municipal governments and various business establishments or they may be self-employed. Articling students are included in this group.

### *Specific Duties*

Lawyers and Quebec notaries perform some or all of the following duties:

- Advise clients of their legal rights and all matters related to law
- Research legal precedents and gather evidence
- Plead clients' cases before courts of law, tribunals and boards (lawyers only)



- Draw up legal documents such as real estate transactions, wills, divorces and contracts, and prepare statements of legal opinions
- Negotiate settlements of civil disputes (lawyers only)
- Perform administrative and management functions related to the practice of law
- May act as mediator, conciliator or arbitrator
- May act as executor, trustee or guardian in estate and family law matters.

Lawyers and Quebec notaries may specialize in specific areas of the law such as criminal law (lawyers only), corporate law, contract law, taxation law, administrative law, international law, commercial law, real estate law, family and estate law, intellectual property law and labour law.

### **Requirements**

- Two to three years of undergraduate studies or a bachelor's degree from a recognized law school  
*and*
- Successful completion of the bar examination and completion of a period of articling are required.
- Licensing by the Law Society of Upper Canada is required.

### **Useful Links**

- Law Society of Upper Canada - <http://www.lsuc.on.ca/>
- Ontario Bar Association - <http://www.oba.org/>
- Canadian Bar Association - <http://cba.org/Gate.asp>

## LEGAL ASSISTANT / LEGAL SECRETARY

### **Description**

Legal secretaries perform a variety of secretarial and administrative duties in law offices, legal departments of large firms, real estate companies, land title offices, municipal, provincial and federal courts and government.

### **Specific Duties**

Legal secretaries perform some or all of the following duties:

- Prepare and key in correspondence and legal documents, such as deeds, wills, affidavits and briefs, from handwritten copy, shorthand and machine dictation using computers
- Review and proofread documents and correspondence to ensure compliance with legal procedures and grammatical usage
- Schedule appointments, meetings and conferences for employer
- Set up and maintain filing systems, utilizing knowledge of legal records and procedures and frequently controlling confidential materials and documents
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information internally and with other departments or organizations
- Determine and establish office procedures and routines
- May supervise and train other staff in procedures and in the use of current software
- May attend court, meetings or conferences to take notes, minutes and dictation
- May perform other general office work as required including preparing financial statements.

### **Requirements**

- Completion of secondary school is usually required.
- Completion of a one- or two-year college or other program for secretaries or legal secretaries is usually required.

### **Useful Links**

- Legal Secretaries International, Inc. - <http://www.legalsecretaries.org/>

### MEDIATOR

#### *Useful Links*

- Alternative Dispute Resolution Institute of Canada - <http://www.adrcanada.com/>
- Alternative Dispute Resolution Institute of Ontario - <http://www.adrontario.com/>
- Ontario Association For Family Mediation - <http://www.oafm.on.ca/>

### NOTARY PUBLIC

#### *Description*

Notaries public administer oaths, take affidavits, sign legal documents and perform other activities according to the limitations of their appointment. Notaries public are employed by government and in the public and private sectors or they may be self-employed.

#### *Specific Duties*

Notaries public perform some or all of the following duties:

- Administer oaths and take affidavits and depositions
- Witness and certify the validity of signatures on documents
- May draft contracts, prepare promissory notes and draw up wills, mortgages and other legal documents
- May arrange probates and administer the estates of deceased persons.

#### *Requirements*

- Notaries public are appointed after examination and certification of their qualifications by the governing judiciary in their province or territory. All appointments have specific limitations on the activities they can perform and for specific periods of time.
- Notaries public require a provincial licence.
- Notaries public usually receive in-house training and perform their duties in rural or remote areas or in the business offices in which they are employed.

### PARALEGAL / LAW CLERK / LEGAL ASSISTANT

#### *Description*

Legal assistants and paralegals prepare legal documents, maintain records and files and conduct research to assist lawyers or other professionals. Legal assistants and paralegals are employed by law firms, by record search companies and in legal departments throughout the public and private sectors. Independent paralegals are usually self-employed.

#### *Specific Duties*

Legal assistants and paralegals in law firms or in other establishments perform some or all of the following duties:

- Assist lawyers by interviewing clients, witnesses and other related parties, assembling documentary evidence, preparing trial briefs, and arranging for trials
- Prepare wills, real estate transactions and other legal documents, court reports and affidavits
- Research records, court files and other legal documents
- Draft legal correspondence and perform general office and clerical duties.

Independent paralegals perform some or all of the following duties:

- Represent clients in small claims court and in other lower court proceedings, at tribunals and before administrative bodies
- Advise clients and take legal action on landlord and tenant matters, traffic violations, name changes and other issues within their jurisdictions.

<b>Requirements</b>
<ul style="list-style-type: none"> <li>Legal assistants and paralegals in law firms require a bachelor's degree in law or a college diploma in a legal assistant or law clerk program <i>or</i> In-house training from a law firm or other legal establishment.</li> <li>Independent paralegals require knowledge of legal principles and procedures usually obtained through industry-sponsored courses and through experience, or on completion of a community college paralegal program.</li> <li>Licensing by the Law Society of Upper Canada is required for paralegals</li> </ul>
<b>Useful Links</b>
<ul style="list-style-type: none"> <li>The Institute of Law Clerks of Ontario - <a href="http://www.ilco.on.ca/index.htm">http://www.ilco.on.ca/index.htm</a></li> <li>Law Society of Upper Canada - <a href="http://www.lsuc.on.ca/paralegals/">http://www.lsuc.on.ca/paralegals/</a></li> <li>Paralegal Society of Ontario -- <a href="http://www.paralegalsociety.on.ca/first.html">http://www.paralegalsociety.on.ca/first.html</a></li> </ul>

## PATENT AGENT

<b>Specific Duties</b>
<ul style="list-style-type: none"> <li>Patent agents advise clients on elements of patent law and on the patentability of inventions, conduct patent searches, prepare patent applications and represent clients before the patent office.</li> </ul>
<b>Requirements</b>
<ul style="list-style-type: none"> <li>Patent agents require 12 months of work experience in the patent field and successful completion of examinations set by the Commissioner of Patents. They may also be required to be listed in the register of patent agents.</li> </ul>
<b>Useful Links</b>
<ul style="list-style-type: none"> <li>Canadian Intellectual Property Office - <a href="http://strategis.ic.gc.ca/sc_mrksv/cipo/patents/pt_main-e.html">http://strategis.ic.gc.ca/sc_mrksv/cipo/patents/pt_main-e.html</a></li> <li>Intellectual Property Institute of Canada - <a href="http://www.ipic.ca">http://www.ipic.ca</a></li> </ul>

## POLICE OFFICER

<b>Description</b>
<p>Police officers protect the public, detect and prevent crime and perform other activities directed at maintaining law and order. They are employed by municipal and federal governments, some provincial and regional governments and the armed forces. This unit group includes military police and railway police.</p>
<b>Specific Duties</b>
<p>Police officers perform some or all of the following duties:</p> <ul style="list-style-type: none"> <li>Patrol assigned areas to maintain public safety and order and to enforce laws and regulations</li> <li>Investigate crimes and accidents, secure evidence, interview witnesses, compile notes and reports and provide testimony in courts of law</li> <li>Arrest criminal suspects</li> <li>Provide emergency assistance to victims of accidents, crimes and natural disasters</li> <li>Participate in crime prevention, public information and safety programs</li> <li>May supervise and co-ordinate the work of other police officers.</li> </ul>
<b>Requirements</b>
<ul style="list-style-type: none"> <li>Completion of secondary school is required.</li> <li>Completion of a college program or university degree in law and security or in the social sciences may be required.</li> </ul>

## Careers in the Justice Sector

- A three- to six-month police training program is provided.
- Physical agility, strength, fitness and vision requirements must be met, and psychological or other tests may also be required.
- Experience as a constable and the completion of specialized courses are required for detectives and sergeants.
- Progression to commissioned police officer positions is possible with additional training and experience.

### *Useful Links*

- Canadian Police Association - <http://www.cpa-acp.ca/>
- Correctional Service Canada - <http://www.csc-scc.gc.ca/>
- Ministry of Community Safety and Correctional Services - <http://www.mcscs.jus.gov.on.ca/>
- Ontario Association of Chiefs of Police - <http://www.oacp.on.ca/>
- Ontario Provincial Police - <http://www.opp.ca/>
- Royal Canadian Mounted Police - <http://www.rcmp-grc.gc.ca/>

## PRIVATE INVESTIGATOR

### *Description*

This unit group includes workers who conduct private investigations for clients or employers, implement security measures to protect property against theft and fire and provide other protective services not elsewhere classified. They are employed by security and investigation service companies, hotels, retail establishments, businesses and industry, or they may be self-employed.

### *Specific Duties*

- Private investigators conduct investigations to locate missing persons and obtain information for use in civil and criminal litigation matters or for other purposes; they may also conduct polygraph tests (integrity surveys) for clients.

### *Requirements*

- Completion of secondary school is required.
- A college diploma in law and security or police technology may be required.
- Provincial licensure is required for private investigators.

### *Useful Links*

- Council of Private Investigators – Ontario - <http://www.cpi-ontario.com/>
- Correctional Service Canada - <http://www.csc-scc.gc.ca/>
- Ministry of Community Safety and Correctional Services - <http://www.mcscs.jus.gov.on.ca/>
- Ontario Provincial Police - <http://www.opp.ca/>

## PROBATION / PAROLE OFFICER

### *Description*

Probation officers monitor the conduct and behaviour of criminal offenders serving probation terms. Parole officers monitor the reintegration of criminal offenders serving the remainder of sentences while conditionally released into the community on parole. Classification officers assess inmates and develop rehabilitation programs for criminal offenders who are incarcerated in correctional facilities. They are employed by federal and provincial governments and work in the community and in correctional facilities.

### *Specific Duties*

Probation and parole officers perform some or all of the following duties:

## Careers in the Justice Sector

- Interview offenders, police, family, friends, school authorities and employers to prepare pre-sentence reports and assess offenders' prospects for successful reintegration into the community
- Plan rehabilitation programs with offenders, establishing rules of conduct, goals and objectives
- Refer offenders to community and social service programs, as required
- Supervise the terms of a probation order and attend court
- Interview probationers and parolees regularly to evaluate their progress in accomplishing goals and maintaining the terms specified in their probation contracts and rehabilitation plans
- Recommend remedial action or initiate court action when terms of probation or parole are violated
- May perform administrative duties and supervise support staff
- May participate in policy development.

### **Requirements**

- A bachelor's degree in social work, criminology, psychology, sociology or other related social science discipline is required.
- A master's degree in social work, criminology, psychology or other related social science discipline may be required.
- Progression to correctional service management positions is possible with additional training or experience.

### **Useful Links**

- Becoming a Probation and Parole Officer - [http://www.mcscs.jus.gov.on.ca/english/corr\\_serv/careers\\_pp\\_officer.html](http://www.mcscs.jus.gov.on.ca/english/corr_serv/careers_pp_officer.html)
- Correctional Service Canada - <http://www.csc-scc.gc.ca>
- Ministry of Community Safety and Correctional Services - [http://www.mcscs.jus.gov.on.ca/english/english\\_default.html](http://www.mcscs.jus.gov.on.ca/english/english_default.html)
- National Parole Board - [http://www.npb-cnlc.gc.ca/about/about\\_e.htm](http://www.npb-cnlc.gc.ca/about/about_e.htm)
- Ontario Parole and Earned Release Board - [http://www.operb.gov.on.ca/english/about\\_history.html](http://www.operb.gov.on.ca/english/about_history.html)
- Probation Officers Association of Ontario - <http://www.poao.org/>

## SECURITY

### **Description**

This unit group includes security guards and other related workers who guard property against theft and vandalism, control access to establishments, maintain order and enforce regulations at public events and within establishments. They are employed by private security agencies, retail stores, transportation facilities, residential complexes, educational, financial and health institutions, industrial establishments, cultural establishments, and organizations throughout the private and public sectors.

### **Specific Duties**

Workers in this unit group perform some or all of the following duties:

- Control access to establishments, issue passes and direct visitors to appropriate areas
- Attend to persons with special needs
- Patrol assigned areas, on foot or in vehicles, to guard against theft, shoplifting, vandalism and fire
- Ensure safety of children crossing roads
- Check age identification of patrons
- Enforce regulations of an establishment to maintain order and resolve conflicts
- Operate security control-room equipment to monitor establishment activities
- Perform security checks of passengers and luggage at airports
- Drive and guard armoured trucks and deliver cash and valuables to banks, automated teller machines and retail establishments
- Ensure that establishment safety and emergency procedures are followed, and respond to fire alarms, bomb threats and other emergencies.

- Follow radio and emergency telephone procedures.

### **Requirements**

- Some secondary school education is usually required.
- Armoured car drivers require a driver's licence; Security guards carrying firearms require a licence.
- Training is provided for airport security guards and establishment-specific training may be provided for other security occupations in this unit group.

## SOCIAL WORKER / SOCIAL SERVICES WORKER

### **Description**

Community and social service workers administer and implement a variety of social assistance programs and community services, and assist clients to deal with personal and social problems. They are employed by social service and government agencies, mental health agencies, group homes, school boards, correctional facilities and other establishments.

### **Specific Duties**

Community and social service workers perform some or all of the following duties:

- Interview clients to obtain case history and background information
- Assess clients' relevant skill strengths and deficits
- Assist clients to sort out options and develop plans of action while providing necessary support and assistance
- Assist clients in locating and utilizing community resources including legal, medical and financial assistance, housing, employment, transportation, assistance with moves, day care and other referral services
- Prepare intake reports
- Counsel clients living in group homes and half-way houses, supervise their activities and assist in pre-release and release planning
- Participate in the selection and admission of clients to appropriate programs
- Assess and investigate eligibility for social benefits
- Meet with clients to assess their progress, give support and discuss any difficulties or problems
- Refer clients to other social services
- Advise and aid recipients of social assistance and pensions
- Provide crisis intervention and emergency shelter services
- Implement and organize the delivery of specific services within the community
- Implement life skills workshops, substance abuse treatment programs, behaviour management programs, youth services programs and other community and social service programs under the supervision of social services or health care professionals
- Assist in evaluating the effectiveness of treatment programs by tracking clients' behavioural changes and responses to interventions
- Maintain contact with other social service agencies and health care providers involved with clients to provide information and obtain feedback on clients' progress
- Co-ordinate the volunteer activities of human service agencies, health care facilities and arts and sports organizations
- Maintain program statistics for purposes of evaluation and research.
- May supervise social service support workers and volunteers.

### **Requirements**

- Completion of a college or university program in social work, child and youth care, counselling or other social science or health-related discipline usually required.
- Previous work experience in a social service environment as a volunteer or in a support capacity may replace formal education requirements for some occupations in this unit group.
- Social service workers may be required to be a member of a provincial regulatory body in some provinces.

- Progression to professional occupations in social services, such as family and marriage counsellors, social workers, and probation and parole officers, is possible with additional training and experience.

### **Useful Links**

- Ministry of Community and Social Services - <http://www.mcscs.gov.on.ca/mcss/splash.htm>
- Ontario College of Social Workers and Social Service Workers - <http://www.ocswssw.org/>

## TRADEMARK AGENT

### **Description**

Trademark agents advise clients on intellectual property matters. Trademark agents are employed by law firms and legal departments throughout the public and private sectors, trademark development and search firms or they may be self-employed.

### **Specific Duties**

Trademark agents perform some or all of the following duties:

- Advise clients on intellectual property matters and represent clients before the Registrar of Trade-Marks on matters including prosecution of applications for registration of trademarks
- Advise on the registrability of trademarks, trademark licensing requirements, transfer of intellectual property and protection of existing trademark rights
- Represent clients at proceedings before the Trade Marks Opposition Board and in related proceedings
- May represent clients internationally in consultation with foreign associates and attorneys.

### **Requirements**

- To be licensed, trademark agents are required to work in the area of trademark law, including the preparation and prosecution of trademark applications for registration, for two years  
*and*
- To complete successfully the examination conducted jointly by the Intellectual Property Institute of Canada and the Registrar of Trade-Marks, Canadian Intellectual Property Office  
*or*  
Either one of the above and to be a lawyer entitled to practise in Canada.
- Trademark agents require registration with the federal Trade-Mark Office.

### **Useful Links**

- Canadian Intellectual Property Office - [http://strategis.ic.gc.ca/sc\\_mrksv/cipo/tm/tm\\_main-e.html](http://strategis.ic.gc.ca/sc_mrksv/cipo/tm/tm_main-e.html)

## TRIAL COORINATOR

### **Description**

Court officers co-ordinate the administrative and procedural functions of federal, provincial and territorial courts, such as scheduling trials and overseeing the maintenance of court records.

### **Specific Duties**

Court officers perform some or all of the following duties:

- Co-ordinate administrative services and establish work priorities for court staff
- Schedule court trials and arrange pre-trial conferences and hearings
- Call courts of law to order, read charges and take pleas from defendants

## Careers in the Justice Sector

- Record court commencement, trial proceedings and judgments
- Collect and record sheriff fees, transcription fees and other court administrative and services fees
- Oversee the maintenance of judicial court records
- Assist in preparing annual budgets
- May be justices of the peace.

### **Requirements**

- Court officers usually require a university degree in law or business or public administration or a college diploma in public administration or legal studies.
- Several years of experience as a court clerk or in another court service occupation are usually required.

### **Useful Links**

- Department of Justice Canada - <http://justicecanada.ca>
- Ontario Courts - <http://www.ontariocourts.on.ca/>
- Ontario Public Service Careers - <http://www.gojobs.gov.on.ca/>

## VICTIM SERVICES WORKER

### **Useful Links**

- Ontario Public Service Careers - <http://www.gojobs.gov.on.ca/>
- Victim Services at Correctional Service Canada - [http://www.csc-scc.gc.ca/victims-victimes/index\\_e.shtml](http://www.csc-scc.gc.ca/victims-victimes/index_e.shtml)
- Victim Services Ontario - <http://www.attorneygeneral.jus.gov.on.ca/english/about/vw/>