



## TEMPORARY FULL-TIME ADMINISTRATIVE ASSISTANT (COMPETITION NO.: POL-2023-05)

<b>Posting Date:</b>	June 21, 2023	<b>Closing Date:</b>	June 30, 2023
<b>Department:</b>	Timmins Police Service	<b>Hours per Week:</b>	35 hours per week
<b>Benefits Entitlement:</b>	No	<b>Pension Entitlement:</b>	Yes
<b>Salary:</b>	\$51,536 - \$61,535 (2023)	<b>Union:</b>	Senior Officers

### Position Summary

Under the supervision of the Administrative Co-ordinator, the Administrative Assistant will provide reception, telephone and clerical support to Administration functions within the Timmins Police Service; entering and maintaining confidential information to employment records; liaising with City of Timmins Human Resources and Payroll; and responding to requests for information on behalf of Administration, often sensitive in nature. May include other duties as assigned.

### General Duties

- Maintenance of confidential personnel files, including medical, WSIB, attendance, training;
- Entering and updating information to the City of Timmins Human Resources and Payroll databases;
- Compilation and maintenance of employee overtime records;
- Preparation and receipt of confidential correspondence on behalf of the Chief of Police and others;
- Provide clerical services to the Chief of Police and Deputy Chief of Police;
- Maintenance of training records;
- Maintenance of adequate stationery supplies;
- Maintenance of monthly petty cash and cash deposits;
- Preparation of expense statements, invoices, non-payments;
- Distribution of correspondence, fax, photocopy, scan and filing of documents;
- Preparation of payroll records for all employees, sworn and civilian;
- Preparation of purchase orders, requisitions, as required;
- May generate files and maintains reports for local and national police records management systems;
- May conduct criminal and background checks including clearance checks for new employees;
- May occasionally train new staff;
- May appear in court as a police service representative with subpoenaed documentation;
- May assume the duties of Administrative Co-ordinator in his or her absence;
- Performs other related duties as assigned.

### Qualifications

- Minimum 18 years of age;
- Canadian Citizen or permanent resident;
- Two-Year community college diploma in Office Administration or a combination of education and experience acceptable to Employer;
- Minimum of three years related clerical experience;
- Proficient in English – Must pass clerical abilities testing which assesses grammar and spelling proficiency;
- No criminal convictions for which a pardon has not been granted;
- Successfully pass the selection process;
- Be of good moral character;
- Have excellent communication skills both oral and written;
- Have strong customer service skills with good judgement, tact and diplomacy;
- Have excellent multitasking, organizational and computer skills where detail, accuracy, confidentiality are extremely important;
- Ability to prioritize and complete tasks on assigned timeframe with minimal supervision;
- Thorough knowledge of Microsoft Outlook, Word and Excel.

### How to Apply

Please forward your application to the Human Resources Department by **4:00 pm** on the closing date of **June 30, 2023**.

Via email [human\\_resources@timmins.ca](mailto:human_resources@timmins.ca)

*The Timmins Police Service is an equal opportunity employer, and a diverse workforce that is representative of the citizens we serve. The Timmins Police Service is committed to the principles of equal opportunity. Persons who have previously submitted an application or resume MUST RE-APPLY. The Timmins Police Service thanks all applicants, however ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE ACKNOWLEDGED*

