



## **FULL-TIME CLERK/STENOS** **(Competition No: POL-2023-03)**

<b>Posting Date:</b>	June 6, 2023	<b>Closing Date:</b>	Open Posting
<b>Department:</b>	Timmins Police Service	<b>Hours per Week:</b>	35 hours per week
<b>Benefits Entitlement:</b>	Yes	<b>Pension Entitlement:</b>	Yes
<b>Salary:</b>	\$49,363 - \$57,794 (2023)	<b>Union:</b>	Civilian Members

### **Position Summary**

The Timmins Police Service is seeking high caliber applicants who can meet the demands of our community, our officers, and fellow Clerk-Stenos. Successful applicants will be working under the supervision of the Administrative Co-ordinator, and will provide reception, telephone and clerical support to all job functions within the Timmins Police Service and within the Records Section.

### **General Duties**

- Enter and update information on local and national police records management systems and respond to requests for information
- Transcribe data from dictaphone, typed or handwritten formats into appropriate programs
- Prepare court documents
- Conduct criminal and background checks including clearance checks
- Prepare correspondence, fax, photocopy reports and file
- Provide reception and customer service at our front counter
- Other duties as assigned

### **Qualifications**

- Minimum 18 years of age
- Canadian Citizen or permanent resident
- Successful completion of Secondary School (Grade 12) or equivalent
- 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
- Must be able to work weekends and/or rotating shifts
- Must be able to type minimum of 50 WPM with 90% accuracy
- Have well-developed communication skills both oral and written
- Have strong customer service skills
- 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 Word and Excel
- Demonstrated initiative, teamwork and co-operation along with ability to take direction/correction
- Bilingualism (English/French) is considered an asset
- Post-Secondary education and/or diploma in Office Administration or a combination of education and experience acceptable to the employer

### **Application and Deadline Instructions**

Submit a cover letter and a resume including details of your qualifications.

### **How to Apply**

Please forward your application to the Human Resources Department.

**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.*

