



FULL-TIME CLERK/STENO
(Competition No: POL-2023-07)

Posting Date:	November 22, 2023	Closing Date:	Open Posting
Department:	Timmins Police Service	Hours per Week:	35 hours per week
Benefits Entitlement:	Yes	Pension Entitlement:	Yes
Salary:	\$49,733 - \$58,227 (2023)	Union:	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.

Hours of Work:

Rotating shifts, working weekends and statutory holidays, 365 day/year operation.

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

- Legally entitled to work in Canada
- At least eighteen (18) years of age
- Must pass a security clearance as well as background investigation, credit check, and reference checks
- Grade 12 plus a two-year Community College Diploma in Office Administration (General) or a combination of education and experience acceptable to the employer;
- Thorough knowledge of Microsoft Outlook, Word and Excel;
- Excellent multi-tasking, organizational and computer skills where detail, accuracy, confidentiality are extremely important;
- Work weekends and/or a rotating shift schedule;
- Strong communication skills both oral and written;
- Strong customer service skills;
- Initiative, teamwork and co-operation;
- Ability to prioritize and complete tasks on assigned time frame;
- Ability to take direction/correction;
- Must be able to pass security clearance and background check;
- Bilingualism (French and English) an asset.
- Typing Test (minimum 45 wpm).
- Clerical Abilities Testing which assesses English grammatical and spelling proficiency

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

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.

