

Chatham-Kent Police Service
Notice of External Posting
#030 - 2019

Position: Data Entry Clerk – Full-time

Department: Corporate Services – Records Management

Supervisor: Corporate Services Manager

Work Location: Chatham-Kent Police Headquarters – Chatham, ON

Job Description:

- Data entry allows front line officers to focus on the provision of front line policing services, by providing clerical support, encompassing accurate data entry and maintaining the integrity of the NICHE RMS. Members must possess the ability to work with little supervision, and in a secluded area during weekends and night shifts.

Specific Responsibilities:

- Proofing and entry of electronic reports into the Niche RMS ensuring all proper information is included;
- Assist officers with proper procedures for submission of reports, court briefs, tasking and document flow;
- Validate incidents directly after entering reports. Ensure all report details are correctly added and maintained, such as charges, person details, addresses, phone numbers, property and vehicle details;
- Review of information and creation/linking of tasks on custody arrest reports;
- Create case files as necessary (E-Brief/SCOPE) and ensure all necessary reports, persons, property, etc. are added;
- Retrieve and scan submitted hard copy court briefs and further disclosure;
- Interpret and be familiar with the Criminal Code of Canada, Youth Criminal Justice Act, Controlled Drugs and Substances Act and various other Acts and Statutes;
- Prepare Information's for court and determine appropriate wordings to correlate with synopsis;
- Prepare warrant request documents for court;
- Compiling of electronic court briefs and further electronic disclosure and ensuring that required court documents are included; attach media files;
- Submission of electronic briefs and further disclosure to courts through tasking;
- Addition and completion of CROMS
- Removal of old case files
- Enter all suspensions for MTO ISS
- Commissioner of Oath (if appointed) – administer Oaths, taking affidavits and swearing K.G.B. statements;
- Any other duties as assigned by the Corporate Services Manager.

Qualifications:

- Completion of a 2 year formal post-Secondary program or Community College Diploma/Certificate
- Related administrative experience
- Successful in attaining a police background clearance letter

Beneficial:

- Exemplifies and adheres to the Chatham-Kent Police Service's core values
- Excellent interpersonal skills.
- Effective report writing and communication skills
- Well-developed organizational, analytical, problem-solving and team-building skills.
- High-level computer skills, ability to learn and adapt to internal computer systems.
- Self-motivated, ability to work independently with minimal supervision.
- Be able to multi-task and prioritize activities effectively
- Ability to adapt and manage change;
- Accuracy and attention to detail.
- Related administrative experience
- Ability to maintain confidentiality, tact and diplomacy
- Professional attitude and demeanor
- Customer service training and/or experience

Hours of Work:

- Currently - 07:00-19:00 day shifts and 20:00-07:00 night shifts, including weekends and Statutory Holidays (which is additionally compensated for)

Compensation: \$57,537.47 starting salary

Start Date: To be determined

Closing Date: Friday November 22nd, 2019 at 09:00 hrs.

Resumes forwarded to:

Chatham-Kent Police Service Headquarters
 Attention: A/Staff Sergeant Jason Chickowski
 24 Third Street, PO Box 515
 Chatham, Ontario
 N7M 5K5

Administration maintains the right to candidate selection and posting duration based upon organizational objectives, goals and long term planning initiatives. Personal information collected under the authority of the Municipal Freedom of Information and Protection of Privacy legislation will be used strictly for candidate selection. Only those candidates selected to move forward in the process will be notified.