

Chatham-Kent Police Service
Notice of Internal/External Posting
#033 - 2019

Position: Administrative Assistant – Office of the Chief

Department: Office of the Chief

Supervisor: Chief of Police and Senior Staff

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

Rank/Level: Civilian Grade 6

General Responsibilities:

- Perform confidential and administrative duties for the Chief of Police, Deputy Chief, and all Senior Staff.
- Responsible for the set up and maintenance of all personnel files into electronic format and OSL personnel data base.
- Perform day-to-day administrative tasks involving document formatting, filing, scanning and electronically housing of documents.
- Assist with providing assistance to members of the Service with personnel enquiries and OSL issues.

Specific Responsibilities:

- Prepare miscellaneous documents and correspondence as required by Chief and Senior Staff for their signature. Assist with various administrative tasks as required.
- Set up and maintain all personnel files; filing documentation in appropriate sub-folders, and purging expired disciplinary documentation. Maintain OSL personnel system by recording training, classification changes, disciplinary documentation, assignment transfers and miscellaneous data changes.
- Assist Executive Assistant with upgrading filing systems of hard-copy files into electronic format, using logical organization skills to ensure Senior Administration and other users can easily and efficiently retrieve information. Archive and store hard-copy files in a logical and practical manner.
- Maintain a record of in-house discipline and report expiry term of same to Chief of Police. Purge those records when directed by the Chief.
- Diary date follow-up correspondence reminders for the Executive Assistant and Senior Staff on employees off on WSIB, LTD, and returning from Occupational and Non-occupational injuries.
- Assist the Executive Assistant in the clerical preparation of Routine Orders, Standing Orders, Transfers, sequencing numbering and tracking.
- Process all incoming mail through the office of the Chief of Police, and distribution of same. Deliver outgoing mail.
- Maintain resumes / applications for employment, set up interviews and follow-up letters.
- Maintain lists for emergency call out, internal extensions, platoon and seniority.

- Calculate annual leave entitlement for all personnel and annual leave lists for the various departments. Assist the Executive Assistant with ensuring the completed Holiday Lists are entered into OSL appropriately and with any changes/switches made throughout the year
- Assist with the annual retirees and awards banquet as approved by the Chief.
- Update and maintain the CKPS policy and procedures / rules and regulations manuals and computer records.
- Perform the duties of a recorder for Police Services Act hearings, Joint Job Evaluation Committee (Pay Equity), Police Service's Board meetings and any other meeting when required to do so by the Chief.
- Organize travel arrangements and reservations for Senior Administration and Senior Staff.
- Assist employees with postage meter inquiries, order supplies and perform updates/maintenance on the machine.
- Assist the Financial Clerk when required.
- Perform other duties that may arise that the Chief of Police deems necessary.

Qualifications:

- Related College diploma, preferably in a secretarial or office administration program; plus two to three years of related administrative experience; or an equivalent combination of education and related experience
- Cash handling
- Excellent customer service skills
- Flexibility to manage a wide-range of tasks in a fast-paced, work environment
- Strong computer skills in Microsoft Word, Excel, PowerPoint, and Outlook (or similar software programs)

Beneficial:

- Ability to maintain confidentiality, tact and diplomacy
- Have effective report writing and communication skills.
- Experience with working in the policing environment
- Professional attitude and demeanor
- Knowledge of the Chatham-Kent Procedures and Policies
- Be able to multi-task and prioritize activities effectively
- Work with minimal supervision
- Customer service training and/or experience
- High level of computer skills
- Working knowledge of OSL or similar data software
- Working knowledge of Microsoft Office
- Working knowledge of Adobe-Pro
- Working knowledge of WSIB/WSIA legislation and policies and general knowledge of WSIB claim processes

Hours of Work: 35 hour workweek, Monday to Friday, 08:00 -16:00 hrs

Compensation: \$57,537.47 starting salary

Start Date: To be determined

Closing Date: Monday November 25th, 2019 at 16:00 hrs.

Resumes forwarded to:

Chatham-Kent Police Service Headquarters
Attention: Acting Deputy Chief Kirk Earley
24 Third Street, PO Box 366
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.