

Chatham-Kent Police Service
NOTICE OF INTERNAL/EXTERNAL POSTING
014 - 2024

Position: Data Entry – Permanent Part-Time

Department: Records Management Section
Administrative Support Branch

Supervisor: Manager/Staff Sergeant – Corporate Services

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.

Duties:

- 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
- Good Communication and Interpersonal skills
- Able to make sound decision within confines of policy/procedural framework

- Good working knowledge of excel and Microsoft word programs; computer skills.
- Good moral character
- Self-motivated
- Able to deal with stressful situations/environment.
- Exhibit self-control of emotions
- Reliable attendance
- Able to work as a team member
- Able to work under minimum supervision
- Well developed keyboarding skills; minimum 50 wpm

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)

Resume Requirements:

- Include full name and date of birth
- Include email address
- Screen shot of applicants typing test results to be included with resume from www.typingtest.com

Salary range: Current salary rate 2024 (\$34.59/hour plus 4% vacation pay)

Start Date: To be determined

Closing Date: Friday March 29, 2024 at 09:00 hours

**Resumes and Typing results
are to be EMAILED to:**

Staff Sergeant Kate McArthur
Manager – Corporate Services
katem@chatham-kent.ca

NOTE: *ADMINISTRATION MAINTAINS THE RIGHT TO CANDIDATE SELECTION AND POSTING DURATION BASED UPON ORGANIZATIONAL OBJECTIVES, GOALS AND LONG TERM PLANNING INITIATIVES.*