



Chatham–Kent Police Service

INTERNAL/EXTERNAL JOB POSTING #028-2025

Position: Administrative Clerk, Court Support
Department: Records Management Section, Administrative Support Branch
Rank: Civilian - Grade 6 (\$64,701.24-\$73,169.99)
Reports to: Manager, Corporate Services
Work Location: Headquarters, or as directed based on organizational needs
Hours of Work: 35-hour work week.

Essential Qualifications:

- Completion of a two (2) year formal post-Secondary program or Community College (Diploma or Certificate), or equivalent.
- Two (2) years of job-related experience.
- Demonstrated experience with computer software, including Microsoft Excel, Word, and Outlook.

Beneficial Qualifications:

- Familiarity with court administrative software SCOPE and ICON.
- Familiarity with RCMP administrative software CJIM and LIVESCAN.
- Adheres to the Service's mission, vision and values.
- Excellent interpersonal skills.
- Well-developed verbal and written communication skills.
- Proficiency with information management, archiving and data storage, evidence continuity practices and alpha numeric data entry.
- Must possess excellent organizational skills including the ability to execute multiple projects simultaneously.
- Ability to interact tactfully and confidentially with all levels of service and public.
- Must possess proven track record of integrity and performance in a fast-paced, high-pressure environment and possess flexibility, multi-tasking and sound judgement skills.
- Ability to solve practical problems and recommend solutions where only limited information exists.

General Responsibility:

The Administrative Clerk, Court Support is crucial to the preparation and effective flow of court related documentation to courts. Expectations also include that the Clerk will ensure accurate data entry and maintain the integrity of the NICHE RMS.

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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 and submit electronic crown briefs and ensure all necessary reports, persons, charges, property, etc. are added.
- Facilitate the disclosure of multi-media files.
- 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, Provincial Offences Act, Highway Traffic Act and various other Acts and Statutes.
- Prepare both Criminal and Provincial Offence Information's, warrants and summons for court and determine appropriate wordings to correlate with synopsis.
- Familiar with the use of CROMS for Motor Vehicle Collision reporting.
- Purge of old case files.
- Commissioner of Oath (if appointed) – administer Oaths, taking affidavits and swearing K.G.B. statements.
- Any other duties as assigned by the Manager – Records Management Section.

Start Date: To be determined.

Closing Date: Wednesday, August 13, 2025, at 09:00 hours

E-mail your Cover Letter and Resume to:

Sarah VandenBrand, Project Manager
sarahvan@chatham-kent.ca

NOTE: *The Chatham-Kent Police Service is an equal opportunity employer, committed to fair and accessible employment practices that attract and retain talented employees in a workplace that is inclusive, supportive, and reflective of the diverse community we serve. We maintain the right to candidate selection and posting duration based on organizational objectives, goals, and long-term planning initiatives, contingent upon the needs of the service as required.*

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