



Chatham–Kent Police Service

INTERNAL/EXTERNAL JOB POSTING #029-2025

Position: Administrative Clerk, Court Services
Department: Administrative Support Branch
Rank: Civilian - Grade 6 (\$64,701.24-\$73,169.99)
Reports to: Sergeant – Court Services Section
Work Location: Chatham-Kent Courthouse
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 job-related experience.
- Demonstrated experience with computer software, including Microsoft Excel, Word, and Outlook.

Beneficial Qualifications:

- 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 Services assists in the administration of Crown Brief processing through the Court process, including the receipt/inventory, duplicating and dissemination of the Crown Brief and all subsequent disclosure related to criminal prosecutions, preparation of summonses and subpoenas and notification for trial dates. General administration for trial preparation and clerical support to the Court Sergeant, and general liaison with CKPS Records, Crown counsel, defense counsel, police officers and Court staff.

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Specific Responsibilities:

- Assist in the preparation of all appropriate Court documents necessary to process Crown Brief packages for accused persons including preparation of information, summonses and subpoenas under the Criminal Code of Canada, Youth Criminal Justice Act, Controlled Drugs and Substances Act and various other Acts and Statutes.
- Once completed, dispose of the Police copy of file for electronic Crown Brief according to retention standards.
- Set trial dates in conjunction with crown, defense, and trial coordinator, using OSL to determine officer availability.
- Once a trial date is set, add to the court calendar and send notification to officers required as witnesses, as per the crown witness list.
- Help set trial dates for self-represented people.
- Request certified copies of court-related documents required for trial matters, as requested by the crown.
- Liaison with the Federal Crown for any documentation or assistance required.
- Send Federal Crown disclosure electronically through password protected DEMS file.
- Enter any new recognizances received into Records Management System (RMS) and place a copy to the G: drive so officers can access current recognizances at any time.
- Once a trial date is set, task the Records Department to request the original supporting documents for Court including the original Crown Brief so they are available to the officer and Crown counsel for requests for information or when the officers attend for trial.
- Represent the Federal Crown when setting trials and communicate daily with their office.
- Act as a Commissioner of Oaths as required and authorized.
- Duplicate, disseminate and maintain all disclosure that officers have submitted at a later date for their briefs.
- Within the incident in RMS, prepare and print off all Criminal subpoenas for the Court case and have them confirmed by a Justice.
- Receive confirmed subpoenas from the Justice and create a task in RMS for the officer to serve the subpoena and place the documents in the blue box to Headquarters to the attention of the investigating officers Supervisor.
- Receive confirmed summonses from the Justice and create a task in RMS for the officer to serve the summons and place the documents in the blue box to Headquarters to the attention of the investigating officers Supervisor.
- Receive summonses and subpoenas from Out-of-Town agencies and create a task in RMS for an officer to serve the summons or subpoena and place the documents in the blue box to Headquarters to be assigned to the road for service
- Send out notices along with summonses or subpoenas or other court documents to other agencies to serve on our behalf. Create a task in RMS to track the sending and receiving back of the document requested to be served.

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- Review the witness list submitted by investigating officer in Crown Brief and discuss with Crown Attorney's Office when trial date is set to determine if witness/officer is required.
- After the trial date is set and known witnesses/officers identified, send police witnesses an e-mail invitation indicating their Court date, accused person, and incident number, which will auto-populate on their calendar.
- Assist in notifying witnesses/officers when a matter set for trial collapses or is cancelled.
- Attend Provincial and Federal trial setting meetings with representatives of Crown's Office and Judges' Secretary.
- Other duties as required or assigned.
- Record and tally all disclosure (CD's & paper documents) for billing purposes to Finance/Budget Coordinator.
- Supervise, train and evaluate co-op students and summer students.
- Assist in the handling of adjournment requests from officers by liaising with the Crown's Office.

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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