



Chatham–Kent Police Service

INTERNAL/EXTERNAL JOB POSTING #030-2025

Position: Administrative Clerk – RMS Coordinator/Trainer

Department: Records Management Section

Rank: Civilian – Grade 7 (\$71,910.20-\$81,282.49)

Reports to: Manager, Corporate Services

Work Location: Headquarters, Chatham

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 or more years of related administrative experience.
- Professional attitude and demeanor.
- Experience with computer software, including Microsoft Excel, Word, Outlook, PowerPoint and extensive knowledge of NICHE RMS.
- Self-motivated, enthusiastic, multi-tasking capabilities
- Flexibility to manage a wide range of tasks in a fast-paced, work environment
- Have effective report writing and communication skills
- Work with minimal supervision
- Must demonstrate the ability maintain the strictest confidentiality within the Branch, ensuring protection of privacy

Beneficial Qualifications:

- Experience with computer software, including Microsoft Excel, Word, Outlook, PowerPoint and extensive knowledge of law enforcement records management systems.

General Responsibilities:

- The RMS Coordinator/Trainer will be responsible for conducting audits of information entered into the CKPS Records Management System (RMS) to ensure adherence to applicable legislation, RMS requirements, and CKPS policies and procedures.
- Furthermore, the RMS Coordinator/Trainer is responsible for reviewing RMS data to ensure the data is accurate, up-to-date and reliable and for investigating, troubleshooting and resolving RMS errors, inaccuracies and discrepancies.
- Lastly, this position will design and customize training that is tailored to varying skill levels of CKPS members and positions that utilize the RMS.

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Specific Responsibilities:

- Conduct audits of the RMS to ensure adherence to applicable legislation and policies and procedures.
- Review RMS data regularly to ensure the data is accurate, up-to-date and reliable as the data will be relied upon by the entire service to make decisions and formulate investigative strategies.
- Investigate, troubleshoot and resolve RMS errors, inaccuracies or discrepancies.
- Reports significant discrepancies or non-compliance issues to the Manager – Records Management Section, provides recommendations on how to correct and address discrepancies/ issues, and implements corrective actions through training.
- Conducts follow-up audits to ensure corrective actions are successfully implemented and that improvements are sustained over time.
- Collaborates with CKPS Leaders and subject matter experts to identify training needs and conducts training needs assessments to identify training requirements.
- Designs and customizes RMS training programs that are tailored to varying skill levels of CKPS members and positions that utilize the RMS.
- Creates and maintains RMS training databases, materials, and resources, such as user manuals, step-by-step guides, training videos, e-learning modules, and presentations.
- Conducts formal RMS training sessions and workshops for new CKPS members who are required to utilize the RMS.
- Recommends RMS training materials/resources or customized training for CKPS members who require further development or assistance.
- Provides ongoing support and coaching to CKPS members post-training and conducts refresher training to ensure consistency in the application of RMS policies, procedures, and practices across the service.
- Creates and delivers training when the RMS undergoes updates, enhancements, or introduces new features.
- Serves as a primary point of contact and provides technical advice, guidance, and corrective instruction regarding RMS operations/practices.
- Maintains records of training activities, participant progress and evaluation results, and prepares and submits reports to the Manager – Records Management Section and the Sergeant – Training and Career Development Section for review.
- Evaluates training effectiveness through feedback, assessments, and performance metrics, and makes improvements based on findings.
- Assesses RMS workflows and system processes and makes recommendations to the Records Manager regarding identified inefficiencies or areas for improvement.
- Liaises with the Information Services and other units/sections, or OPTIC to resolve and address user issues related to the RMS.



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- Monitors and remains current on RMS technologies, processes, techniques, trends, and best practices to enhance training programs/offerings, which may involve attending training sessions, courses, or workshops.

Start Date: January 2026

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.*