



Chatham–Kent Police Service

INTERNAL/EXTERNAL JOB POSTING #031-2025

Position: Administrative Clerk – Training and Career Development

Department: Training and Career Development

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

Reports to: Sergeant - Training and Career Development

Work Location: Dillon Road, Healthplex or HQ

Hours of Work: 35-hour work week. (Schedule could be modified to accommodate training and recruiting initiatives as required.)

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.
- 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:

- Professional attitude and demeanour
- Knowledge of the relevant Chatham-Kent Procedures and Policies
- Working knowledge of OSL
- Working knowledge of Adobe Professional
- Sound understanding of the Service's recruitment and training processes

General Responsibilities:

- Provide administrative assistance to the Training and Career Development Section to ensure all members receive the best training experience possible.
- Provide administrative assistance to the Wellness Coordinator.

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Specific Responsibilities:

- Duties of this position will involve liaising with all levels of the organization and other policing agencies regarding training, firearms, and recruitment.
- Scheduling for the Use of Force Trainers, civilian, and uniform personnel assigned to in-service training.
- Assist with designing, coordinating, and scheduling of training for Civilian Members, Auxiliaries, Cadets, Special Constables, and Sworn Officers.
- Assist with the design and tracking of online training.
- Assist with the onboarding of Sworn Members and Civilians.
- Update the Administrative Assistant – Office of the Chief of upcoming start dates for new hires to ensure seamless orientation scheduling.
- Ensure the Administrative Assistant – Office of the Chief is updated on all potential hires.
- Record and file the attendance of members receiving training and make available said records upon request and in accordance with Service policies and procedures.
- Assist with orientation of new members or members reintegrating to work.
- Prepare training agendas.
- Register members for training courses and seminars and arrange for transportation, accommodation, allowances, etc.,
- Ensure that training certificates are added to the required database upon completion (OSL etc.), distribute original copies to the Members, and send scanned copies to the Administrative Assistant – Office of the Chief for their personnel files.
- Coordinate hosting O.P.C. outreach courses in Chatham-Kent.
- Assign courses and run completion reports on CPKN and Our Training Room.
- Coordinate the recruitment, set up, and preparation of testing for prospective members.
- Organize, participate in, and attend job fairs and information sessions promoting the Chatham-Kent Police Service and its associated careers.
- Coordinate interviewing, background investigations and all application files as required.
- Coordinate interviews for applicants applying as Recruits, Cadets, Special Constables, Experienced Officers and Civilians as required.
- Assist in checking-in and monitoring the standard fitness testing for applicants.
- Assist the Firearms Examiner with inventory of firearms, ammunition and firearms related documents and provide any statistical report/ information as requested by the Senior Administration.
- At the request of the Firearms Examiner, prepare a list of all firearms in possession of the service. Prepare detailed reports surrounding inventories of Firearms stored, destroyed, and awaiting disposition.
- Assist the Wellness Coordinator with administrative tracking and reintegration efforts.
- Prepare annual reports for Senior Staff appended to the Training section annual report.

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- Assist the Administrative Assistant – Office of the Chief and the Training Sergeant with the monitoring of completion of the Recruit Training Manuals and Recruit Policy Questionnaire, for all Sworn and Special Constables.
- Perform other duties as directed, required, or assigned by the Chief of Police or designate.

Start Date: January 2026

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

E-mail your Cover Letter and Resume to: Inspector Greg Cranston
gregc@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.*