Chatham–Kent Police Service

INTERNAL-EXTERNAL JOB POSTING #27-2026

Position:	Administrative Clerk – Records Support
Rank/Level:	Civilian, Grade 2
Department:	Administrative Support Branch
Reports to:	Records Manager
Work Location:	Headquarters, Chatham
Hours of Work:	35-hour work week

Purpose:

The Administrative Clerk - Records Support processes documentation related to charged persons by way of information and/or summons, ensures accuracy of wording and section numbers on information and within NICHE RMS, and assists with the brief preparation processes, online reporting and collision reporting entry as well as liaising with the Court Services Section and Uniform Branch as necessary.

The Clerk will also be responsible for processing applications for Police Information Checks required for Employment, Student and Volunteer Positions.

Lastly, the Clerk will be responsible for entering adult and Young Offender/Youth Criminal Justice Act (YCJA) convictions and non-convictions for all Criminal Code, YCJA and Controlled Drugs and Substances Act charges into the Canadian Police Information Centre (CPIC) system, NICHE Records Management System (RMS) database and Royal Canadian Mounted Police (RCMP) criminal records.

Core Responsibilities:

Data Entry 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 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.

- Purge of old case files.
- Commissioner of Oath (if appointed) – administer Oaths, taking affidavits and swearing K.G.B. statements.
- Receive out of town Subpoenas and summons' from outside agencies. Create an occurrence, task an officer and then once the summons/ subpoena is served, complete the task on RMS. Once that is completed, mail the summons/subpoena back to the outside agency.
- Prepare Disposition hearing documents and prepare them for court.
- Reviewing all WASH Court briefs that have been processed over the weekend.
- Assist with training new Cadets and Special Constables.
- Assist with training new data entry personnel as per the Data Entry manual.
- Revise and if needed, create training documents in consultation with the Records Manager.
- Complete Crown disclosure tasks that are requested by the court Sergeant.
- Submit requests for Red Seal Documents from MTO at officer's request.
- Have access to MTO to do checks on vehicles, licenses, and people.
- Reply to CPIC dispatch messages from other services.
- Complete all replacement information requests that are sent to data entry.
- Re-create summons when releases are not done correctly and or fingerprint dates are not added and distribute them to officers.
- Review and add all Part 1 and Part 3 briefs to RMS and submit them all to the Provincial Offences Court.
- Any other duties as assigned by the Records Manager.

<u>Online Reporting duties</u>

- Masterfile online reporting submissions to NICHE.

<u>Collision Reporting duties</u>

- Familiar with the use of CROMS for Motor Vehicle Collision reporting.
- Assisting with CROMS reports when needed.

<u>Criminal Records Check duties</u>

- Comprehensive Search of Canadian Police Information Centre (CPIC), NICHE Records Management System (RMS) for criminal records and incidents. Communicate with other police agencies for applicants residing in their jurisdiction within previous 5 years.
- Responds and sends CPIC messages to and from other services
- Compile and analyze criminal records and incidents.
- Compose, produce, and release documentation to applicants after verifying identification. Collect fee for service and issue receipts.
- Communicate with the public via email, phone calls and in person.

<u>Criminal Records duties</u>

- Maintain police records for all charged adults and young persons.
- Create RCMP records on charged adult and young persons by completing fingerprint forms.

- Research and liaise with RCMP regarding challenged dispositions.
- Assist persons applying for pardons with required documentation for the National Pardons Board.
- Responsible for sealing and maintaining files for issued pardons and opening files upon revocation of pardons.
- Respond to requests from citizens regarding file destruction. Correspond locally and with RCMP.
- Interpret and respond to requests from citizens regarding their criminal record status.

Essential Qualifications:

- Completion of a 2-year formal post-Secondary program or Community College Diploma/Certificate, or equivalent.
- One (1) year job-related experience
- Experience with computer software, including NICHE Records Management System (RMS), Microsoft (MS) based software including Microsoft Outlook.

Competencies:

Complexity of Decision Making:

- Makes decisions on the accuracy and completeness of court documents based on the defined standards; may identify non-standard conditions and propose appropriate action.

Problem Solving:

- When problems are encountered, reviews policy and procedure to identify the resolution; may be required to adapt existing practices and substitute known alternatives depending on the situation.

Impact of Action:

- Ensures certified documents required for evidence are requested and received in advance of the court proceedings—if required documents are not present this could cause delays in court proceedings.
- Uses organization skills to manage the sealing of files for pardons issued as well as to open files upon revocation, ensuring that all files are managed in compliance with legal requirements—inaccuracies in these records could affect activities based on them (ex. failure to seal a person's file may result in that person missing out on an opportunity in the future).
- Organizes and prioritizes tasks to ensure that requests are processed efficiently and accurately; providing inaccurate criminal record checks may result in embarrassment in client/customer/public relations for the organization.

Working Relationships:

- Uses courtesy to interact with a variety of contacts (justices, crown prosecutors, police officers, RCMP, National Pardons Board etc.) to present factual information/data to ensure the smooth running of the court.

Leadership:

- Primarily responsible for own time and work but may orient others to established processes and procedures.
- Works independently to complete tasks, though tasks may require the incumbent to coordinate with others (ex. requests for certified documents, RCMP, National Pardons Board, contacting other police agencies to gather information etc.).

Accountability for Resources:

- Uses the resources provided to ensure that court documents are of a high quality and are accurately filed to ensure the smooth running of the court.
- Uses the resources provided to ensure that criminal record check documents are accurately compiled and are released to the appropriate individual.

Physical Demands:

- Work requires the incumbent to engage in light physical efforts (those required of a typical office job) on a regular basis.

Sensory Demands:

- Attention to detail is required to ensure court records are accurate, incumbent may be required to filter out distractions to maintain the focus needed to ensure record accuracy and precision, and balance multiple demands.

Working Conditions:

Physical Hazards:

- Work is primarily done in an indoor office environment where access is restricted to authorized personnel only and physical hazards are limited.

Psychological Hazards:

- The job may be exposed to profanity/rudeness when dealing with the public (<25% of the time).
- The job may be exposed to verbal abuse when dealing with the public (<25% of the time).

Travel and Hours:

- This job works standard daytime shifts, that remain static from week to week (ex Mon-Fri, every week), however may be scheduled to work rotating shifts, which may include transitions between day, afternoon and nigh shifts.
- 35-hour per week.

Start Date: January 2027

Closing Date: November 30, 2026, at 09:00 hours.

Compensation: $69,980.86 - $79,140.66 annually. As per the collective agreement, 2027 rates.

Forward resumes by e-mail to the attention of:
Sarah VandenBrand, Acting Records Manager
CKPScareers@chatham-kent.ca

NOTE: *The above job description outlines the principal functions of the job identified and shall not be considered a complete description of all the work requirements that may be inherent in this job.*

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.

As members of the Chatham-Kent Police Service (CKPS), all employees are expected to embody the values of CKPS every single day. Each member is required to demonstrate integrity in their work, ensuring that ethical standards are consistently upheld while conducting themselves with honesty and fairness, which serve as the guiding principles for all actions and decisions. Furthermore, every member is responsible for delivering the highest quality of service to the community. This commitment requires maintaining honesty and professionalism in all interactions, fostering trust through accountability, and approaching each engagement with understanding and empathy.