



POSTING

The Stratford Police Service is accepting applications for the position of Part Time Clerk-Communicator (Dispatcher).

PART TIME CLERK-COMMUNICATOR (DISPATCHER)

This position requires an individual to have good interpersonal and verbal communication skills, the ability to demonstrate patience and remain calm under pressure, and be able to make effective decisions quickly. Also required is the ability to organize and prioritize tasks, and participate as an effective team member who supports and projects values compatible with our organization. Acute accuracy is required in every aspect of this position. This position requires the candidate to work shifts.

Minimum qualifications include:

- Grade 12 Ontario Secondary School Diploma or equivalent
- Keyboarding skills with a minimum of 55 wpm.
- Proficient in the use of Microsoft Windows applications & Microsoft Word
- Proficient data entry skills

Abilities

- Ability to exercise good judgement and make good decisions
- Ability to observe, retain and prepare clear, concise and accurate reports and operate general office equipment
- Ability to communicate effectively with people at all levels of comprehension and to handle the public with courtesy and authority
- Must be capable of handling multi-tasks, produce work under strict and definitive deadlines

Desirable Courses:

- Post-secondary Police/Fire Communications related education

PURPOSE OF POSITION

Organizationally under the direction of the Inspector i/c Operations but operationally, and on a day to day basis, reporting to his/her Platoon NCO, Clerk-Communicators are primarily responsible for ensuring they provide an effective and efficient link between the public and the police through professional communications.

On occasion, Clerk-Communicators may be required to fulfill the duties of a Clerk as outlined in that job description.

Shall, in the performance of duties, respect and protect human dignity and maintain and uphold the human rights of all persons

Applicants will be required to:

- Submit the proper application form along with a resume and cover letter detailing your skills and experience in regards to the position
- Successfully complete testing to verify the required keyboarding skills and other proficiencies
- Appear before an interview panel
- Undergo psychological testing
- Provide sufficient information, in order for a background check to be made

Application forms (**Civilian Application Form**) are available on the Stratford Police Service website under the Careers tab.

Completed applications will be accepted until 4:00pm September 12, 2022 Mail or deliver completed applications to Stratford Police Service, 17 George Street West, Box 21041, Stratford, ON N5A 7V4.

We thank all applicants for their interest; however only those selected for an interview will be contacted.

Greg Skinner
Chief of Police