

STRATFORD POLICE SERVICE

POSTING

The Stratford Police Service is inviting written applications for the position of:

FULL-TIME CLERK

PURPOSE OF POSITION

Reporting to the Records Manager, the incumbent will focus primarily on redactions for digital disclosure but will also be trained to perform a wide variety of clerical duties for the police service.

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

SUMMARY OF DUTIES AND RESPONSIBILITIES

Routine duties include but are not limited to:

- Monitor incoming redaction requests
- Responsible for the redaction and disclosure of records and digital evidence, including multimedia files, such as audio communications, videos, images, and 911 calls for the purpose of criminal investigations and court disclosure
- Responsible for the redaction of FOI requests
- In person reception of walk-in traffic
- Data entry
- Transcriptions and completion of officer dictations for court purposes
- UCR coding
- Photocopying, filing
- Other duties as assigned and from time to time perform other specific duties including but not limited to:
 - Records checks
 - Assist with POA and criminal recording clerk duties
 - Freedom of Information Act duties
 - Taxi licensing and renewals
 - Insurance requests
 - Training of new staff

NOTE: The duties listed are not set forth for the purpose of limiting the assignment of work. They are not to be construed as a complete list of the many duties to be performed under the position title or those to be performed temporarily outside an employee's normal line of work.

KNOWLEDGE

- A thorough understanding and good working knowledge of the organizations structure, Written Directives, General Orders, and practices within the Service, as they pertain to duties performed
- Knowledge of the judicial system and related processes including rules surrounding disclosure and purging policies and procedures; court file handling, legal and court terminology

SKILLS

- Strong oral, written communication, and interpersonal skills
- Computer literate with Microsoft Office programs
- Time-management and organization skills
- Keyboarding skills of 55 wpm
- Proficient data entry skills
- Attention to detail

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
- Ability to receive cash and debit payments, make change accurately and issue receipts
- Ability to multi-task and produce work under strict and definitive deadlines
- Ability to watch and listen to digital evidence and be exposed to sensitive and distressing information

REQUIREMENTS

- Be a Canadian citizen or permanent resident of Canada
- Be at least 18 years of age
- Have obtained a secondary school diploma or its equivalent
- Be of good moral character and habits, meaning that you are an individual other people would look upon as being trustworthy and having integrity

Applicants will be required to:

- Appear before an interview panel
- Successfully complete testing to verify required keyboarding and computer skills and other proficiencies
- Undergo psychological testing
- Provide sufficient information, for a background check to be made

It is the applicant's responsibility to ensure that his/her application package is received by the Office of the Chief of Police by 1400 hours on April 30, 2024. Only those chosen for an interview will be contacted.

Prior to a conditional offer of employment, potential candidates will be required to undergo a background check along with medical and psychological evaluations to determine their suitability for the position.

The Stratford Police Service is committed to building a culture where difference is valued. The more inclusive we are, the better our work will be on behalf of the community we serve. We are committed to continuously improving our systems, policies, and practices to remove barriers, promote respect and ensure our employees, in all diversity, can succeed. We encourage and welcome qualified applicants with a diverse range of perspectives, skills and lived experiences to apply.