



ANISHINABEK POLICE SERVICE

THE ANISHINABEK POLICE SERVICE IS LOOKING FOR DYNAMIC, ENTHUSIASTIC AND MATURE INDIVIDUAL TO ASSIST THE ORGANIZATION IN SUCCESSFULLY MEETING THEIR MANDATE AND MISSION STATEMENT.

POSTED – JOB OPPORTUNITY – Internal & External Posting

Two (2) Part-Time Contract Data Entry Clerk Positions

Six (6) Month Contract Basis – Possibility of Extension

30 hours per week – Weekends/Evenings including on call availability

Position: Data Entry Clerk
Accountable to: Director of Corporate Services
Reports to: Information Services Manager
Location: APS Headquarters

Summary of Function: The Data Entry Clerk's primary function is to enter data into the Records Management System (RMS) and provide general administrative support including:

- Transcribing Officer dictated reports utilizing the Fusion Voice dictation system into the RMS
- Adding CPIC entries
- Assisting with UCR by classifying, coding occurrences in accordance with Stats Canada and Anishinabek Policies and Procedures within the RMS
- Processing CPIC Validations/Verifications by completing monthly CPIC Validation and Purge Lists
- Auditing Reports from the RMS database
- Performing CPIC maintenance
- Ability to demonstrate and comply with all corporate competencies as noted in the position description (available upon request)
- Any other duty as assigned

Qualifications:

- Knowledge of policing services, related legislation, and First Nations by-laws
- Excellent computer skills including software for Records Management Systems, MS Word, Excel, Outlook, Power Point, Internet, etc.
- Effective management skills ensuring the proper usage and compliance of policies and procedures relating to the CPIC and police record management systems
- Skill and knowledge in use of Dictaphone transcription equipment and related software

- Knowledge of composition, spelling, and grammar to transcribe data correctly
- Must successfully pass a police background investigation
- Be of good moral character professionally
- Ability to maintain confidentiality
- Additional skills including:
 - Excellent verbal, written communication, and interpersonal
 - Organized, accurate, and efficient
 - Ability to prioritize, multi-task, and meet deadlines
 - Ability to work independently and in a team environment
 - Ability to problem solve and exercise good judgement
 - Must be able to keyboard at least 50 words per minute
 - Must be familiar with typing from dictation

TERMS OF EMPLOYMENT

This is a part-time position which requires a valid driver's license. Experience in an office setting with relevant post-secondary education an asset. The anticipated start date is as soon as possible. ****All applicants will be required to participate in a typing & transcription test that also meets standards including grammatical requirements.**

Candidates must complete an Anishinabek Police Service application for employment form, along with a resume which includes 3 references and a cover letter. Copies of these forms can be obtained from Headquarters and from our website www.apscops.org. Candidates must also be able to provide a clear Police Information Check. Flexibility is a must as potential employees must be available on their days off for possible call back to duty.

SALARY

As per classification scale.

DEADLINE:

Please forward an A.P.S. application employment form which can be found on our website at www.apscops.org This must be included with your resume and cover letter with references, to be submitted no later than **Friday, June 7, 2019, at 12:00 noon.**

Forward to:

Charla Souliere

Human Resources Administrator
 Anishinabek Police Service
 1436 Hwy 17 B
 Garden River, Ontario
 P6A 6Z1
 Fax No. 705-946-2859
 Email: csouliere@apscops.org

Preference will be given to applicants of Native ancestry.
 Incomplete or late applications will not be accepted.

*******Note: We thank all applicants for their interest, however, only those applicants that are short listed will be contacted for an interview.***