



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

One (1) Part-Time Contract Data Entry Clerk Position
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

