



ANISHINABEK POLICE SERVICE

The Anishinabek Police Service is looking for a dynamic, enthusiastic and mature individual to assist the organization in successfully meeting their mandate.

JOB OPPORTUNITY

POSITION	COURT ADMINISTRATOR
TYPE	PERMANENT
LOCATION	ROCKY BAY DETACHMENT
RESPONSIBILITY TO	DETACHMENT COMMANDER
ACCOUNTABLE TO	POLICE CHIEF
START DATE	NOVEMBER 2021
POST PERIOD	OCTOBER 14 TH – 28 TH , 2021

Summary of Position To provide court administrative duties, NICHE RMS, CPIC Services and administrative/clerical support to the police detachment.

Competency 1: *Performs Court Officer duties.*

Demonstrated and evidenced by:

- Preparing all required court documents
- Filing court documents with appropriate personnel in an organized and timely manner
- Ensuring crown briefs are prepared and filed with the crown attorney two weeks prior to first court appearance
- Informing police officers on court matters such as court dates, changes in procedures, etc.
- Maintaining court-related records and files, e.g. court dockets, disclosures, warrants and advises CPIC for maintenance
- Updating court briefs with additional disclosure
- Contacting various police agencies, courts, ministry branches, lawyers, etc. as instructed by the Detachment Commander to give or obtain information
- Attending court in various jurisdictions as required
- Liaising with the Crown
- Arranging court schedules for police officers
- Identifying concerns that will affect overall operations and integrity of the police service and report same to commander
- Proof reading all completed work to ensure accuracy including proper use of grammar, spelling, punctuation and format

- Maintaining electronic recordings of statements and provides copies to the crown as disclosure
- Preparing fingerprint forms, check for accuracy and forward according to fingerprint directive/policy for final process
- Ensure all ICA and scenes of crime photos are developed and two copies are filed with the Crown
- Manage Court Dispositions and enter same on Niche
- Arranging prisoner transportation and Judges Order, when required
- Participating in crime prevention activities, school visits and public education functions as instructed by the Detachment Commander
- Functioning as Commissioner of Oaths
- Swearing in of victims/witnesses KGB video statements
- Maintain process incoming/outgoing ledger
- Archiving / destruction of files in accordance with retention guidelines
- Completing Criminal Record Checks levels 1, 2 & 3
- Performing other duties as assigned

Competency 2: *Provides secretarial and general administrative support services for the detachment.*

Demonstrated and evidenced by:

- Receiving incoming calls, obtaining essential information, answering general inquiries, recording messages and referring calls to appropriate persons
- Performing reception duties including greeting the public and providing assistance
- Composing and typing standard and routine correspondence on own initiative or based on brief verbal/written instructions
- Proof reading all completed work to ensure accuracy including proper use of grammar, spelling, punctuation and format
- Preparing an update of vital services directory and maintain the bulletin and eight day board
- Photocopying printed matter as required
- Checking to ensure that there are adequate office and court supplies on hand and placing an order for required items
- Receiving incoming mail, courier service and facsimiles, date stamping, sorting and distributing mail to personnel
- Preparing and dispatching mail and arranging for courier service as required
- Compiling, sorting and matching gas slips with monthly VISA statements
- Reading, classifying, coding, sorting cross-referencing and filing all incoming and outgoing correspondence
- Maintaining the Attendance Reporting System register for detachments
- Maintaining office equipment and arrange for repairs for service as may be required
- Recording and preparing minutes of detachment meetings
- Participating and organizing advertising, shopping, community service activities
- Obtaining fee payable and invoicing if required to various agencies
- Effective interaction with the public and other agencies in an appropriate and professional manner (courteous, polite, and positive)
- Effective interaction with peers, co-workers and all others in the Police Service in a cooperative, respectful and professional manner including readily sharing own knowledge, credit and responsibility
- Performing other duties as assigned

Competency 3: *Personal attributes confirm leadership skills and high regard for professionalism*

Demonstrated and evidenced by:

Adaptability and flexibility including:

- Readily accepting all assigned tasks;
- Readily accepting new work assignments;
- Adjusting to changes in policy, procedure, methods, etc.

Leadership skills including:

- Taking control when appropriate or necessary
- Accepting responsibility
- Working well without supervision
- Self-confidence and ability to motivate others
- Working well independently and as a member of a team
- Ability to prioritize and manage multiple tasks
- Meeting assigned deadlines as set by supervisor
- Ability to analyze problems, make decisions and solve problems
- Ability to self-assess, set own goals and work diligently toward achieving them
- Demonstrating initiative in approach to work
- Participation in training initiatives
- Drawing from own experience to:
 - I. Apply previously learned knowledge and skills, etc. to new or unfamiliar situations
 - II. Learn from mistakes
- Setting an example for others to follow
- Properly using of discretion/judgment to:
 - I. Find appropriate solutions for all situations
 - II. Make sound decisions based on all available information

Competency 4: *Professional work ethics*

Demonstrated and evidenced by:

- Punctuality for work and breaks
- Following schedule and appointments consistently
- Appropriate professional behaviour including:
 - Ability to separate personal and professional life, ensuring personal life does not adversely affect performance at work
 - Ability to complete required tasks in stressful situations
 - Ability to remain calm and in control of emotions and behaviour in stressful situations
 - Maintaining professional appearance in compliance with policies
 - Attending work regularly (minimal incidents of absenteeism)
- Respect for authority including:
 - Accepting reasonable directions without complaint or question
 - Following the chain of command
 - Accepting constructive criticism

Deadline: Please forward an application for employment form, no later than **October 28th, 2021 @ 4:00 PM**

Remuneration: based upon experience and in conjunction with APS Court Administrator hourly Pay Scale.

Forward by email to:

csouliere@pscops.org
Anishinabek Police Service
Headquarters
1436 Hwy 17 East Garden River, Ontario P6A 6Z1
Fax: 705-946-2859

NOTE: Thank you in advance for your application. Only those selected for an interview will be contacted.