



**COURT ADMINISTRATOR
INTERNAL/EXTERNAL POSTING
CHRISTIAN ISLAND, ON
Posted: August 23, 2023
Closing: September 6, 2023
Salary: \$59,999.55-\$68,086.20**

The Anishinabek Police Service requires one (1) full-time Court Administrator based at our Christian Island Detachment. This position will work Monday to Friday, 36.25 hours/week.

Summary of Function:

The Court Administrator's primary function is to provide court officer duties and administrative support to the police detachment.

Qualifications:

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Cultural Specific Knowledge of Service Area Population	<ul style="list-style-type: none"> Knowledge of philosophy appropriate for local Ojibway customs and culture for the APS communities with respectfulness and sensitivity to the history and needs of Anishinabek persons.
Entry Qualifications including Technical Knowledge and Skills	<ul style="list-style-type: none"> Proficiency in MS Office applications; CPIC software, Internet, Lotus Notes Designer, NICHE Minimum word-processing standard of 50 words per minute, with a high level of accuracy Knowledge of Ministry of Attorney General & Solicitor general policies & procedures Effective management skills ensuring proper usage, compliance of policies, procedures relating to CPIC systems and basic accounting Skill and knowledge in use of NICHE and related software Ability to compose documents, use correct grammar and spelling and transcribe accurately Ability to learn very quickly in a fast paced environment; problem solve and exercise good judgment Valid Class G Driver's License Must be bondable and have valid First Aid/CPR certification Must pass Anishinabek Police Service background check and provide satisfactory Criminal Record Check when requested
Education	<ul style="list-style-type: none"> Minimum Grade 12 or equivalent. College/University degree in office/business administration is an asset
Experience	<ul style="list-style-type: none"> Knowledge of effective use, maintenance of Canadian Police Information Centre (CPIC) system learned on the job; Previous experience utilizing a Records Management System, and Attendance Reporting Systems
Vision and Mission	<ul style="list-style-type: none"> Demonstrates knowledge of organizational purpose – why the police service exists; Demonstrates ability to identify how the position of the Court Administrator position relates to the police service vision, mission and organizational goals
Cultural Sensitivity	<ul style="list-style-type: none"> Must be able to demonstrate knowledge of the police service's vision and mission; Provide effective, efficient and culturally sensitive police services; Participation in personal and professional development learning opportunities for effective stress management and personal wellness
Personal Growth	<ul style="list-style-type: none"> Actively participates in in-service and cultural and language learning opportunities; proactively pursues opportunities for self-development.
Added Skills	<ul style="list-style-type: none"> Interpersonal, independence and team skills; organized; able to prioritize, multi-task; meet deadlines

Interested applicants may submit a hiring package which includes the following:

- Covering letter detailing interest in noted position;
- A resume detailing your career, education and relevant experience;
- APS Application form & Consent form

Closing date for applications is Wednesday, August 6, 2023 at 4:00 p.m. EST. Please quote CI-11-23 on your application and the subject line of your message. All completed packages MUST be sent to recruitment@apscops.org Please visit the civilian careers page of www.apscops.org for the detailed job description, application form and consent form.

Anishinabek Police Service is committed to the Accessibility for Ontarians with Disability Act. If you require accommodation for any stage of the hiring process, please contact recruitment@pscops.org for more information.

Please note for internal persons applying, any disciplinary violations in the last two calendar years may be considered in the decision for your suitability for this position. Specifically, the nature or severity of the violation will be examined for its relevance to the position.

*** We thank everyone for their interest in the position, however, only those chosen for an interview will be contacted. ***