



**DATA ENTRY CLERK
INTERNAL/EXTERNAL
ANY APS DETACHMENT**

Posted: February 3, 2025

Closing: February 14, 2025

Salary: \$33.01 - \$37.45 per hour

The Anishinabek Police Service requires two (2) temporary (one year duration) full-time Data Entry Clerks based at any APS detachment. These positions will work 36.25 hours/week which may include weekends, evening and nights.

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.

Qualifications:

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Cultural Specific Knowledge of Service Area Population	<ul style="list-style-type: none"> • Knowledge of philosophy appropriate for local Indigenous customs and culture for the APS communities with respectfulness and sensitivity to the history and needs of local persons.
Entry Qualifications including Technical Knowledge and Skills	<ul style="list-style-type: none"> • Knowledge of policing services • Excellent computer skills including software for Records Management Systems, MS word, Excel, Outlook, Power Point, Internet, etc. • Minimum word-processing standard of 50 words per minute, with a high level of accuracy • Effective management skills ensuring proper usage, compliance of policies, procedures relating to CPIC and police record management systems • Skill and knowledge in use of Dictaphone transcription equipment and related software • Excellent verbal, written and interpersonal skills • Maintain confidentiality • 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 • Must have valid driver’s license • 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. • Experience in an office setting with relevant post-secondary education is an asset
Experience	<ul style="list-style-type: none"> • Experience typing from dictation • Demonstrated knowledge of computers with the ability to learn new software
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 Data Entry Clerk 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 on <https://www.apscops.org/civilian-opportunities/>

*****All applicants will be required to participate in a typing & transcription test that also meets standards including grammatical requirements.***

Closing date for applications is Friday, February 14, 2025 at 4:30 p.m. EST. Please quote HQ-06-25 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@apscops.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. *****