



Stratford Police Service

The Stratford Police Service is inviting written applications for the position of:

Full Time Clerk

Job Description:

Routine duties include but are not limited to:

- In-person reception of walk-in traffic
- Provide information, forms and brochures to the public, various agencies
- Data entry and clerical functions relating to the theft, loss and recovery of property
- Dictaphone transcribe documents for Crown packages; type letters, reports, memorandums; type Informations and assist with Crown Brief compilation etc. for Provincial Offences Court
- Determine/Return found or seized property to owner. Receive monies and issue receipts
- Computer data entry of provincial offence notices, summons, accident information and court schedules
- Enter data on Records Management System and CPIC and assist in the facilitation of UCR coding
- Compile statistics
- Respond to insurance and other requests
- Disperse certain reports to appropriate agencies/departments
- File fingerprint forms and photographs as provided by Identification unit, prepare and submit final dispositions
- Taxi owner and taxi driver licensing and renewal; maintenance of taxi files
- Administration of Traffic Compliance and Traffic Safety School Programs
- Photocopying, filing
- May occasionally be called upon to provide training to new staff

Skills

- Excellent oral and written communication skills
- Computer literate in word processing
- Keyboarding skills of 55 w.p.m.
- Filing skills
- Dictaphone/Transcription

Abilities

- Ability to exercise good judgment and make good decisions

- Ability to observe, retain and prepare clear, concise and accurate reports and operate general office equipment
- Ability to communicate effectively with people at all levels of comprehension and to handle the public with courtesy and authority

Requirements:

Applicants will be required to:

- Submit the proper application along with a resume and cover letter detailing your skills and experience in regards to the position requirements
- Successfully complete testing to verify the required keyboarding skills and other proficiencies
- Appear before an interview panel

Application forms will be available on the Stratford Police Service website at www.stratfordpolice.com under the 'Careers' link and at the front counter of the Stratford Police Service.

Please mail or deliver completed applications to Stratford Police Service, 17 George Street West, Box 21041, Stratford, ON N5A 7V4 by 1400hrs on May 19, 2019. Applications received after this date will not be considered. Only those chosen for an interview will be contacted.

Prior to a conditional offer of employment, potential candidates will be required to undergo a background check to determine their suitability for the position.

No phone calls please. Applications will not be accepted via facsimile.