



## **Full-time Administration Clerk**

The Brockville Police Service is seeking a Full-time Administration Clerk to join our Administration team.

The Brockville Police Service was formed in 1832 and serves a community of approximately 22,000 citizens. We have 40 dedicated uniform officers who are supported by 15 full-time civilians and 19 part-time staff which include both civilian and sworn. The Brockville Police Service is a progressive, community oriented Police Service, which owes a great deal of its success to the guidance of our Police Services Board, the cooperation of the citizens of our City, the support of City Council and staff as well as the dedication of our officers and civilian employees.

### **Overview of the Position**

Under the direction of the Deputy Chief of Police and working closely with uniformed sworn officers of the Brockville Police Service, and other municipal police services and court services, the Administration Clerk will be responsible and accountable for preparation of court documents, NICHE entry and providing administrative and clerical services in order to ensure effective and efficient operations. The Administrative Clerk must comply with all policing and court procedures.

### **Qualifications**

- Completion of secondary school, post-secondary education preferred or equivalent job experience
- Superior spelling, grammar and multi-tasking skills
- Strong communication skills
- Proficient in Microsoft Office, typing speed and accuracy
- Previous Police Administration background preferred
- Knowledge of CPIC and Niche (Records Management System) will be considered an asset
- Minimum of 2 years office experience

Qualified candidates are encouraged to submit their resume and cover letter on or before Noon EST, Monday, July 11, 2022 to:

Deputy Chief Andrew Harvie  
Brockville Police Service  
2269 Parkedale Avenue  
Brockville, ON  
K6V 3G9

Or email to [hr@brockvillepolice.com](mailto:hr@brockvillepolice.com)

We would like to thank you for your interest in the Brockville Police Service and only those candidates selected for an interview will be contacted.