



Brockville Police Service

Administrative Assistant - Full-Time

Posting Date:	Thursday, August 27, 2026
Deadline to Apply:	Thursday, September 10, 2026 - on or before 12:00 PM (noon EST)
Job Type:	Full Time
Position Type:	Replacement

The Brockville Police serve the community of Brockville Ontario which has a population of approximately 23,000 and is currently seeking qualified applicants for the position of Full-Time Administrative Assistant.

Overall Purpose:

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

Major Responsibilities:

- All transcribing of reports, which includes general reports and preparation of court documents and bail packages;
- Preparing subpoenas and any court related documents concerning trial matters;
- Submitting reports through Scope;
- Download of victim/witness/accused video interviews;
- Maintain Fingerprint submissions for RCMP;
- Redaction – Body worn cameras / 911 Calls / Radio transmissions;
- Administrative duties as directed by the Chief of Police or designate.

Required Qualifications:

- Education and Experience
 - Completion of High School or equivalent;
 - Minimum of 2 years office experience.
- Language
 - English language communication skills - oral, reading and writing.

- Job Knowledge
 - Proficient in NICHE/CPIC/Microsoft Word;
 - Thorough understanding of policing and court procedures;
 - Superior spelling and grammar skills;
 - Abide by Privacy Act legislation, maintain strict confidentiality.
- Certification / Licenses / In-Service Training
 - Completion of Niche/CPIC training.
- Effort and Working Conditions
 - Quick learner and ability to work independently in a deadline driven environment with minimal supervision;
 - Ability to multi-task and prioritize workload, and spend long hours sitting using office equipment and computers, which can cause muscle strain;
 - Team player and be willing to adhere to departmental policies and procedures.

Asset Qualifications:

- Post-Secondary Education or equivalent job experience;
- Previous Police Administration background;
- French language communication skills - oral, reading and writing
- Meticulous attention to detail and superior multi-tasking skills;
- Strong communication skills, polite and courteous with general public;
- Proficient in current computer programs, typing speed and accuracy;
- Independent in analytical and problem solving;
- Excellent interpersonal skills;
- Very effective organizational skills;
- Honest, trustworthy, respectful;

Compensation Information:

- Salary Range: \$60,050 – \$65,988;
- Experience Pay (based on eligible service);
- Comprehensive benefit coverage including health and dental;
- OMERS pension plan.

Hours of Work:

- Required to work a day shift schedule in order to meet operational requirements.

Application Process:

- Send a cover letter and resume on or before 12:00 p.m. (Noon EST) on Thursday, September 10, 2026, to the attention of:

Human Resources
Brockville Police Service
2269 Parkedale Avenue
Brockville, ON
K6V 3G9
Email: hr@brockvillepolice.com

The Brockville Police Service is dedicated to fostering an inclusive and accessible workplace. We welcome applications from people with disabilities and are committed to providing accommodations throughout the recruitment process. Accommodations for applicants with disabilities are available upon request. If you require an accommodation, we will work with you to meet your individual needs. This would be facilitated by contacting Human Resources.

No late applications can be accepted. We would like to thank all those that apply, however only those selected for an interview will be contacted.