



GREATER SUDBURY POLICE SERVICE

Invites applications for the position of

Part-Time – DATA ENTRY/CPIC CLERK

(12 hour shift schedule – Days and Nights)

This position requires on the job training. Applicants are required to be available for full time hours during the training period.

Under the general supervision of the Manager of Records and Customer Service, the Data Entry/CPIC Clerk ensures the timely entry, maintenance, quality and confidentiality of data and information secured within the Canadian Police Information Centre (CPIC) system and the records management system (RMS). Supports the flow of information throughout the organization to support investigations, prosecutions, deployment of resources, reporting and data analytics.

Duties:

- Processes and inputs data into information management systems in accordance with legislation, processes and procedures.
- Acquires advanced level knowledge and understanding of police and court documents, applicable legislation and processes, and the functions of the records management system (RMS) and CPIC system, through specialized training and ongoing professional development.
- Queries multiple information systems and sources, including continuous information exchange with external police agencies and justice partners at the local, provincial, national and on occasion, international level.
- Ensures the accuracy and validity of information in RMS and CPIC; identifies and communicates discrepancies to the originator for clarification or correction.
- Acts as a resource to implement or recommend changes to processes and procedures relevant to information management.
- Communicates processes and procedures related to information management to members, including those in senior positions; utilizes tact and diplomacy to ensure compliance and understanding.
- Comprehends and applies legislation, policies, and procedures, to police or court related documents to ensure appropriate action is taken and protect the unlawful dissemination of information.
- Collaborates with immediate work team, larger branch team, sworn members and other Branches/Divisions responsible for information sharing and information management.
- Analyzes multiple information sources and take appropriate action or make recommendations based on procedures and training.
- Ensures records retention in accordance with applicable legislation and procedures.
- Provides guidance and practical training to employees, as assigned.
- Refer unusual requests to supervisor for review.
- Performs other duties as assigned.

Applicants must meet the following minimum requirements:

Qualifications:

- Successful completion of Secondary School (Grade 12) or equivalent.
- Good knowledge of office procedures and routines through related experience.
- Must be able to meet standards of a Spelling and Grammar Assessment.
- Demonstrated computer competency in using programs such as Microsoft Word/Excel/Windows/Adobe.
- Demonstrated analytical thinking, observation, and problem solving skills.
- Keyboarding to a minimum of 45 wpm.
- Must be available to work shift work (days and nights).
- Must be psychologically fit to perform the duties.
- Knowledge of Police Service activities, police protocol, and procedures necessary to ensure accuracy and completeness of documents considered an asset.
- Knowledge and functional use of current Records Management System's is considered an asset
- Bilingualism (English/French) considered an asset.

Skills:

- Strong interpersonal, oral, and written communication skills.
- Proven organizational, time-management, and motivational skills.
- Ability to work independently and collaboratively as part of a team.
- Ability to maintain accuracy with a large volume of work.
- Ability to organize and prioritize work, using initiative and judgment.
- Capacity to retain and recall large amounts of technical information
- Demonstrates flexibility, resiliency and agility to deal with a dynamic and changing workload as well as ongoing changes to practices and processes.
- Continuous and fast-paced on-the-job training and skills development requires a commitment to self-improvement and professional development, and ability to receive and apply feedback.
- Excellent comprehension skills are required to capture details when entering information into systems, or analyzing information from multiple sources.

Salary:

Training Wage: \$20.21 per hour progressing to Year 1- \$23.78 per hour following successful completion of the training period.

Appropriate accommodations will be provided upon request throughout the hiring process as required under the Greater Sudbury Police Services Employment Accommodation Policy and the Accessibility for Ontarians with Disabilities Act (AODA).

The selection process will reflect the dedication of the Greater Sudbury Police Service to the principles of Equal Opportunity.

We thank all Applicants; however only those selected for an interview will be contacted.

Please submit a cover letter and resume relating your knowledge, skills and experience to the qualifications listed in this posting. Completion of an Application for the position of Data Entry Clerk is required.

Submit applications by e-mail to GSPS.HR@gsp.s.ca or by mail to:

**Greater Sudbury Police Service
Attention: Human Resources Branch
190 Brady St. Sudbury, Ontario P3E 1C7**

Application Deadline: Wednesday, October 27th 2021 at 0800hrs