



GREATER SUDBURY POLICE SERVICE

Invites applications for the position of
TEMPORARY FULL TIME- PROPERTY CLERK
40 hours per week

Approximately 12 months

(This position will be filled immediately for an undetermined length of time as a result of a temporary vacancy)

Hourly Rate of \$20.21(Training Wage)*

**Incremental wage increases in accordance with Sudbury Police Civilian Collective Agreement*

The Property Clerk is responsible for receiving, handling, packaging, tracking and disposing of all found property/seized evidence that comes into the Police Service's possession to ensure compliance with the applicable sections of the Police Services Act and Departmental procedures pertaining to property. The Property Clerk is also responsible for assisting with auction preparations and monitoring online auctions sales. In addition, the Property Clerk is responsible for the disposal and destruction of all property. As well as storing and maintaining proper documentation for all found bicycles and removing property from designated storage areas. The Property Clerk also completes all property related duties and responsibilities as required including:

Specific Duties:

- Maintaining computer entries & inventory spreadsheets after final disposition for all property.
- Assisting with public inquiries and dispositions of property.
- Reporting and maintaining all transactions of all "protected" firearms to Canadian Firearms Centre until final disposition.
- Removing property from designated storage areas and ensuring all articles have been correctly documented on the property forms and property involvement details have been submitted by the Officer.
- Notifying the Officer and/or Officer's supervisor where found property/evidence has been submitted, but not tagged properly and/or where reports have not been submitted.
- Ensuring the exhibit locker area is adequately supplied with property tags and packaging materials.
- Notifying the Forensic Identification Unit of articles requiring examination and comply with exhibit tracking procedures.
- Completing entries in property management, submitting supplementary reports and storing exhibits into the appropriate storage locations. Updating appropriate inventory spreadsheets.
- Ensuring that all found property/evidence is tracked in accordance with Property Exhibit Tracking.
- Checking emails to Property and unit task list daily.
- Ensuring that exhibits that are subject to an appeal process are retained until notified by investigating officer that the appeal process is concluded.
- Upon notification of court conclusion, advise appropriate personnel involved in the occurrence, and request disposition of evidence.
- Submitting to Ministry of Attorney General – Ontario all provincial forfeiture orders and required documentation.
- Verifying all firearms that come into the custody of the Service.

Applicants must meet the following minimum requirements:

Qualifications:

- Successful completion of Secondary School (Grade 12) or equivalent.
- Selected candidate will be required to successfully complete the Firearms Safety & Handling Course and the International Association for Property and Evidence course.
- Good knowledge of office procedures and routines required through related experience.
- Demonstrated analytical thinking, observation and problem solving skills.
- Demonstrated proficiency in using fully programmable Micro-Computers and related software i.e. Basic Word, Advanced Excel with the ability to create tables & spreadsheets and demonstrated knowledge in using internet.
- Demonstrated Keyboarding proficiency to a minimum of 45 wpm.
- Must possess a valid Ontario Class "G" Drivers Licence with good driving abstract.

Asset:

- Bilingualism (English/French) considered an asset.
- Previous knowledge and experience with digital cameras considered an asset.
- Previous experience in law enforcement an asset.

Skills:

- Strong interpersonal, oral, and written communication skills.
- Proven organizational, time-management and motivational skills.
- Ability to organize and prioritize work, using initiative and judgment.
- Ability to work independently and collaboratively as part of a team.
- Ability to maintain accuracy with a large volume of work.
- Must be physically capable of lifting, carrying and placing heavy, large or awkward items such as ammunition, bicycles, large safes, vehicle parts and big screen televisions. Successful candidate will be required to undergo testing matched to the physical demands analysis requirements of the position.

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 testing and 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 a Property Clerk Application will be required.

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

DEADLINE:

Wednesday, June 17th 2020 at 0800hrs