

PORT HOPE POLICE SERVICE



JOB DESCRIPTION

Position:	General Clerk – Screening (Casual)
Department:	Police Service
Purpose of Position:	The General Clerk is responsible to perform Police Records checks for nation-wide clients and the public.
Reports to:	Director of Finance & HR or designate.
Supervises:	None

1.0 RESPONSIBILITIES

- 1.1 Perform and prepare Police Records Check (PRC) for various clients and members of the public; enter data and prepare PRC forms; perform fingerprinting for vulnerable sector clearance; access Canadian Police Information Centre (CPIC) and request disposition information for the completion of tasks.
- 1.2 Respond to front counter/phone inquiries and receive PRC applications.
- 1.3 Handle cash from payments and process debit card payments for PRC requests.

2.0 KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge

- 2.1 Successful completion of high school diploma.

Skills and Abilities

- 2.2 Demonstrated computer proficiency including a solid working knowledge of Microsoft Word, Excel, and Outlook.
- 2.3 Ability to work with others in a team and have good interpersonal skills.
- 2.4 Ability to effectively interact with the public.
- 2.5 Competency in the use of office equipment.
- 2.6 Ability to take direction for supervisors and work with minimal supervision.
- 2.7 Organizational skills and effective time management skills.
- 2.8 Ability to accurately enter data, detail oriented.
- 2.9 Verbal communication skills including courtesy, tact, discretion, explanation, and presentation skills.
- 2.10 Written communication skills including grammar/spelling skills for proofreading, editing, and writing of reports/correspondence.

3.0 OTHER

- 3.1 Candidate must be available to work morning, afternoon, and evening shifts.
- 3.2 Willingness to swear or affirm to an Oath of Secrecy and maintain confidentiality.

4.0 WORKING CONDITIONS

- 4.1 Primarily office work environment with the majority of work completed at a desk with a computer. The position requires front counter work to interact with the public.

To apply, please send a cover letter and resume to hr@phps.on.ca by Friday April 26 at 11:59pm.