

Sarnia Police Service

Department Correspondence

People Serving People

July 30, 2019

Position: Part-Time Data Entry Clerk

Salary: Category 2 – Civilian Collective Agreement

Summary of Position

- Timely and accurate entry of incident data onto the records management program
- Timely and accurate production of court documents for all crown briefs
- Work a rotating shift schedule including days, nights, weekends and holidays
- Such other duties as required by policy or practice

Minimum Essential Qualifications (Core Requirements)

Grade 12/equivalent plus additional course work in secretarial/office administration plus 3 – 6 months related work experience or an equivalent combination of education, training, and experience.

Related work experience to include demonstrated competencies at an intermediate level in:

- Word processing
- Effective written and verbal communication skills
- Excellent grammar and spelling skills
- Demonstrated proofreading skills
- Ability to multi-task and prioritize
- Ability to work independently with minimal supervision
- Excellent work and attendance record including a positive attitude in the workplace

Desirable Qualifications

- Be dependable, resourceful and demonstrate a co-operative attitude and good interpersonal skills
- Familiarity with the geographical areas of the City of Sarnia and the County of Lambton

Applicants will be tested in specific competencies and qualifications.