



TREATY THREE POLICE SERVICE

Employment Opportunity

Administrative Support Criminal Record Check Clerks

Treaty Three Police Service is currently looking to recruit individuals with clerical skills to temporarily fill a full-time Administrative Support – Criminal Record Check Clerk. The purpose of the role is to process criminal record checks in collaboration with a third-party company.

Requirements for this position:

- Possess a high school diploma or equivalent;
- Be of good moral character with no criminal record for which a records suspension (pardon) has not been received or an absolute/conditional discharge that has not been sealed;
- Previous work experience with courts / law enforcement would be an asset;
- Proficient with computers and related software MS Office (outlook, word, excel);
- Familiarity with use of office equipment (i.e. photocopiers, facsimile machines, printers)
- Ability to type minimum 50 WPM;
- Excellent verbal and written communication skills;
- Be a Canadian citizen or permanent resident.

Key Responsibilities:

- Provide assistance in a variety of clerical and administrative support services according to established procedure;
- Setting up criminal record checks by taking appropriate information and photocopying appropriate identification;
- Perform receptionist, typing and transcribing duties;
- Must be willing to attend and participate in all required training programs as instructed;
- Maintain confidentiality;
- Other duties as assigned.

Rate \$26.75-\$30.38 per hour

Interested applicants must submit a cover letter, detailed resume, and a Treaty Three Police Service Consent to Disclose Form. This position is open until filled.

Please email hiring@t3ps.ca to obtain a Consent to Disclose Form.

Please e-mail your complete package to hiring@t3ps.ca using “JP0025” in your subject line to indicate the position that you are applying for.

The Treaty Three Police Service appreciates the interest of all applicants; however, only those who receive an interview will be contacted.

As an Indigenous employer we encourage First Nations, Inuit and Metis applicants to apply.