



TREATY THREE POLICE SERVICE

Employment Opportunity

Criminal Record Check Clerks

Treaty Three Police Service is currently looking to recruit individuals to fill part-time and/or full-time positions for Criminal Record Check Clerks. The purpose of the role is to process criminal record checks in collaboration with a third-party company.

Requirements for this position:

- Be a Canadian citizen or permanent resident;
- 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;
- Proficient with computers and the ability to learn or use different software programs;
- An understanding of the Criminal Code of Canada or Provincial Statutes would be an asset;
- Previous work experience with courts / law enforcement would be an asset

Key Responsibilities:

- Attend and participate in all required training programs as instructed;
- Detail oriented;
- Self-motivated, dependable, critical thinker;
- Ability to comprehend and retain reading material;
- Maintain confidentiality;
- Potential for travel and potential for shift-work;
- Other duties as assigned

Rate: \$27.01 – \$33.41 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 e-mail your complete package to hr@t3ps.ca using "JP0025" in your subject line to indicate the position that you are applying for. Visit <https://www.t3ps.ca/> to obtain a Consent to Disclose Form.

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.