



NIAGARA REGIONAL POLICE SERVICE

Civilian Career Opportunity

Position Title:	Freedom of Information Clerk (Temporary Full-time)
Location:	5700 Valley Way, Niagara Falls
Association:	Niagara Regional Police Association
Position Number:	C02/2022
Posting Date:	April 28, 2022
Closing Date:	May 29, 2022
Salary:	\$65,704.74

Position Summary:

Reporting to the Information Management Supervisor, the Freedom of Information (FOI) Clerk is responsible for receiving, researching, compiling, and assisting in the preparation of FOI files in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

Major Responsibilities:

- Respond to verbal requests from members of the general public and members of the NRPS pertaining to the Municipal Freedom of Information and Protection of Privacy Act.
- Receive General and Personal FOI applications and requests. Conduct searches and compile information related to the requests.
- Accept payment for applications and process through Point of Sale system. Prepare weekly deposit report for Finance.
- Add information to FOI tracking system and create numbered files.
- Send third party notices to affected parties; prepare correspondence to the requestor advising that third party notices have been sent.
- Review records and information to determine what information may be released in accordance MFIPPA. Refer questions to FOI Analysts and/or Information Management Supervisor as required.
- Purge FOI files annually in accordance with applicable legislation and General Orders.
- Other related duties as assigned.

Minimum Qualifications:

- Secondary School Diploma plus completion of up to 1 year of post-secondary courses in a relevant program (e.g., Office Administration, Community Justice Services, etc.) plus 6-12 months of relevant work experience (e.g., office administration).
- Comprehensive knowledge of records management systems, computer applications, procedures, and information.
- Excellent oral and written communication and interpersonal skills.
- Typing skills (40 wpm).
- Proficiency in MS Word, Excel, and Outlook.

Working Conditions:

- Extended periods of visual concentration required when using computer.
- Considerable mental concentration while applying rules of disclosure in compliance with legislation, regulations, and policies.

- Attention to detail is required ensuring strict compliance with legislation, regulations, guidelines, and policies.
- May be exposure to disturbing graphical or written stimuli.

How to Apply:

Qualified applicants are invited to submit a resume and cover letter via

<https://niagarapolice.formbuilder.ca/Human-Resources/Civilian-Application-Form>

We thank all applicants in advance for their interest. Only those candidates selected to proceed in the process will be contacted.

The Niagara Regional Police Service is an equal opportunity employer which values diversity in the workplace. We will provide accommodations for a disability in employment activities, in accordance with the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act. Please contact us at (905) 688-4111 Ext. 102-5129 or careers@niagarapolice.ca if you require any accommodation to ensure that you can participate fully and equally during the recruitment and selection process.