



# NIAGARA REGIONAL POLICE SERVICE

## Civilian Career Opportunity

<b>Position Title:</b>	Temporary Administrative Pool
<b>Location:</b>	Niagara Region
<b>Association:</b>	Niagara Regional Police Association
<b>Position #:</b>	T05/2022
<b>Posting Date:</b>	June 8, 2022
<b>Closing Date:</b>	July 6, 2022

### Position Summary:

The Niagara Regional Police Service is dedicated to serving and protecting residents and visitors within the Regional Municipality of Niagara. In partnership with the community, we shall provide quality policing services, with integrity, diligence, and sensitivity.

Our dedicated pool of administrative employees support the Service by providing coverage in essential and integral civilian positions during periods of temporary absence or vacancy.

### Key Responsibilities:

- Serve as first point of contact for members of the public or the Service in various Units or District Front Desks across the Niagara Region
- Assist the general public, outside agencies, and Police Officers with in-person, counter, telephone, or e-mail inquiries and requests
- Prepare various letters and memoranda; maintain files, databases, and records
- Provide administrative support to the public and various internal units
- Complete reports from information received from the public attending the station, or from information received from the Communications Unit or officers
- Other duties as assigned

### Work Experience and Education Requirements:

- Completion of a College Diploma or University Degree
- Minimum of two (2) years working in a related field

### Minimum Requirements

- Minimum keyboarding speed of 40 words per minute
- Demonstrated computer skills; proficiency using Microsoft Office including Word, Excel and Outlook
- Strong interpersonal, verbal, and written communication skills
- Excellent organizational skills with high attention to detail
- Ability to maintain the highest standard of confidentiality
- Ability to multi-task and work under strict deadlines
- Must be available to work all shifts, supporting a 24/7 operation
- Flexibility to work in a variety of units at all locations across the Niagara Region
- Minimum 18 years of age
- Canadian citizen or permanent residency
- Satisfactory completion of a Criminal Records Check and references
- Successful completion of pre-employment typing and computer skills assessment

**Benefits:**

- Immediate opportunity to apply to permanent job postings within our Service
- Participation in our comprehensive benefits program after completing 480 hours of work
- Participation in our OMERS defined benefit pension plan after completing two consecutive years of 700 hours of work

**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. 1025129 or [careers@niagarapolice.ca](mailto:careers@niagarapolice.ca) if you require any accommodation to ensure that you can participate fully and equally during the recruitment and selection process.