

**APPLICATION FOR POSITION OF
CIVILIAN EMPLOYEE *PART-TIME RELIEF STAFF*
INFORMATION SHEET**

1. In addition to the requirements set out in the application form for the position of civilian employee part-time relief staff with the Sault Ste. Marie Police Service all successful applicants must:
 - be prepared to participate in and successfully complete an extensive period of training
 - after having successfully completed the period of training be prepared to work a flexible schedule including short notice call-out and a variety of shift schedules
2. Applications will not be accepted from persons whose occupation or lifestyle, in the opinion of the Chief of Police, may pose a conflict of interest with the duties of a civilian employee of the Sault Ste. Marie Police Service.
3. In determining successful candidates for the applied position consideration will be given to the needs of the organization and as such the most qualified candidate may not always be the individual selected for the position.

JOB DESCRIPTION

Title: Part-time Relief Staff / Shift Clerk

Title of Immediate Supervisor: Supervisor, Administration Services

Status: Part-time

Hours & Salary: Shift Work / \$18.65 - \$26.25 per hour (2010), depending on assignment

Job Summary: Relieve full time civilian positions as required, including but not limited to 12 hour shift clerks, 911 police communicators, and general clerical assignments.

Essential Duties: Transcribing reports, data input computer systems, relieving 911 police communicators

Secondary Duties: General office duties, typing, filing, document retrieval and distribution

Job Requirements:

- Grade 12 Secondary Diploma
- Excellent typing and keyboarding skills (min. 35 wpm)
- Dicta-typing
- Computer awareness/ Word processing
- Good judgment and assessment skills
- Strong interpersonal and organizational skills
- Initiative, discretion, and the ability to work well under high stress and pressured situations

Equipment Used: Personal computer, dispatch/telephone console, Microsoft Software, RMS NICHE, CPIC, Photocopier, Fax

This job description is only an outline of the major duties and responsibilities of the position. It is not a detailed list of every duty associated with the position; duties may be added at any time. Additional information relative to the position can be directed to the Personnel Coordinator at (705) 949-6300 Ext. 327.

2010-Feb-10