



The Kentville Police Service (KPS) invites applicants for **part-time Administrative Assistant** positions in the Kentville Police Service. We encourage applications from African and Black Nova Scotians, racially visible persons, women, persons with disabilities, Indigenous persons, and persons of the 2SLGBTQIA+ community. We encourage applicants to self-identify.

Kentville is the heart of the Annapolis Valley, one of the most beautiful and picturesque areas in Nova Scotia. We have quiet residential neighborhoods, a vibrant business district and offer exceptional recreation opportunities for all.

### **About the position**

The **part time position** will be responsible for processing criminal record inquiries online.

The successful person will work with KPS as a civilian employee, with access to all facilities. Will be required to pass the KPS security clearance.

- The **part-time position** will be evenings, 4:00PM to 11:00 PM, or as determined by the supervisor. The hourly rate is \$16.90. The part time position is not eligible for benefits.

### **QUALIFICATIONS:**

The best candidate will

- Be a Canadian Citizen or permanent resident of Canada.
- Be at least 19 years of age.
- Grade 12 education
- No criminal convictions for which a pardon has not been granted and no adult criminal record.
- Willingness and flexibility to work evening and weekend hours.
- Proficient in typing and various computer systems.
- Must have the ability to process 50-60 criminal records checks per hour.

### **HOW TO APPLY:**

**Copies of the following documents are required:**

- Cover letter and resume
- Letters of reference (professional) upon request
- If successful.
  - Birth Certificate
  - Driver's License

- Education transcript

## **SELECTION PROCESS:**

### **1. Screening**

All applicants will be reviewed. You will advance to the second stage of the process if your application demonstrates that you meet the application criteria.

### **2. Suitability Assessment**

Candidates will be reviewed in the suitability assessment

### **3. Interview**

You will participate in a competency-based panel interview. The interview will allow you to draw on examples from your work or life experience to demonstrate that you possess the necessary competencies to be an Administrative Assistant.

### **4. Pre-employment booklet**

You will receive a pre-employment booklet to complete and return to the Chief of Police; the interview panel will review your work history and decide if you are suitable to move forward.

## **ADDITIONAL STEPS:**

### **Background and reference checks**

You will be thoroughly investigated to determine your suitability as an Administrative Assistant. Your references and previous employers may be contacted, and family and friends may be contacted and visited during this stage.

**HOURS OF WORK:** Kentville Police Service operates 24 hours a day, seven days a week. The primary work will be Monday to Friday, 4:00 pm- 11:00 pm.

**START DATE:** Anticipated start date of June 15, 2023

**WORK LOCATION:** 80 River Street, Kentville, NS, B4N 1G9

**CLOSING DATE:** Open posting

Please send applications to the Chief of Police, Kentville Police Service, 80 River Street, Kentville, NS, B4N 1G9 or via e-mail to the attention of the Chief: [info@kentvillepolice.ca](mailto:info@kentvillepolice.ca)