

KENTVILLE POLICE SERVICE

Department Title

**ADMINISTRATIVE ASSISTANT
KENTVILLE POLICE SERVICE
Kentville, Nova Scotia
(1 Year Term Position)**

DESCRIPTION OF WORK:

The Assistant shall perform duties as the private and confidential secretary to the Chief of Police and Deputy Chief as well as act as Receptionist for the Police Service. The Assistant also assists members as required.

Various Daily Tasks (yet not limited to):

- Completing administrative tasks such as criminal record checks, fingerprinting, receiving payments for parking tickets, and preparing reports and statistics.
- Receiving communications via telephone, email, police radio and in person at the counter.
- Extracting pertinent information, dispatching/assigning occurrences for investigation to members and taking messages and passing them along to the person intended for.
- Maintaining administrative and operational records systems.
- Receiving and delivering of mail.
- Compiling and maintaining accounts receivable and payable.
- Setting up training for members both in person and online.
- Assisting members and office staff with computer programs.

Experience with the following programs would be considered an asset:

PROS (Police Record Operating System)

CPIC (Canadian Police Information Center)

JEIN (Justice Enterprise Information Network)

CJIM (Criminal Justice Information Management)

PIP (Police Information Portal)

ACIIS (Automated Criminal Intelligence Information System)

InfoPol - CSC/NPB (Correctional Services Canada/National Parole Board)

Live Scan (Fingerprinting Computer)

Body Worn Cameras - Axon Evidence Server

The successful candidate must pass a Criminal Records Check and background check.

Compensation – Level 1 of TOK Payscale 6.

Start Date: July 12, 2021

Closing date: June 17th, 2021 at 4:00 pm

Applications to: info@kentvillepolice.ca