



CRIMINAL RECORDS CHECK CLERK

INTERNAL/EXTERNAL

ANY APS DETACHMENT/ HYBRID

Posted: April 25, 2025

Closing: May 8, 2025

Salary: \$33.01 - \$37.45 per hour

The Anishinabek Police Service requires five (5) temporary (one year contract) full-time Criminal Record Check Clerk(s) for the Aabanaabi Unit. CRC Clerks are based at any APS detachment with weekly hours of work of 36.25 hours. Shifts may include weekends, evening and nights.

Summary of Function:

The Criminal Records Check Clerk's primary function is to process criminal record checks in collaboration with a third-party company. The Criminal Record Check Clerk must have the ability to be diligent and meticulous when viewing or reviewing information to ensure correctness for error-free results.

Qualifications:

Qualifications	
Cultural Specific Knowledge of Service Area Population	<ul style="list-style-type: none"> Knowledge of philosophy appropriate for local Indigenous customs and culture for the APS communities with respectfulness and sensitivity to the history and needs of local persons.
Entry Qualifications including Technical Knowledge and Skills	<ul style="list-style-type: none"> Proficiency in computers including MS Office Minimum word-processing standard of 50 words per minute, with a high level of accuracy Effective management skills ensuring proper usage, compliance of policies, procedures relating to CPIC systems Maintain confidentiality Ability to compose documents, use correct grammar and spelling and transcribe accurately An understanding of the Criminal Code of Canada or Provincial Statutes would be an asset Previous work experience with courts/ law enforcement would be an asset Ability to learn very quickly in a fast paced environment; problem solve and exercise good judgment Must be bondable Must pass Anishinabek Police Service background check and provide satisfactory Criminal Record Check when requested
Education	<ul style="list-style-type: none"> Minimum Grade 12 or equivalent. College/University degree in office/business administration is an asset
Experience	<ul style="list-style-type: none"> Knowledge of effective use, maintenance of Canadian Police Information Centre (CPIC) system learned on the job; Demonstrated knowledge of computers with the ability to learn new software Minimum of (6) months work-related experience in Police or comparable environment dealing with confidential information
Vision and Mission	<ul style="list-style-type: none"> Demonstrates knowledge of organizational purpose – why the police service exists; Demonstrates ability to identify how the position of the Criminal Records Clerk position relates to the police service vision, mission and organizational goals
Cultural Sensitivity	<ul style="list-style-type: none"> Must be able to demonstrate knowledge of the police service's vision and mission; Provide effective, efficient and culturally sensitive police services; Participation in personal and professional development learning opportunities for effective stress management and personal wellness
Personal Growth	<ul style="list-style-type: none"> Actively participates in in-service and cultural and language learning opportunities; proactively pursues opportunities for self-development.
Added Skills	<ul style="list-style-type: none"> Interpersonal, independence and team skills; organized; able to prioritize, multi-task; meet deadlines

Interested applicants may submit a hiring package which includes the following:

- Covering letter detailing interest in noted position;
- A resume detailing your career, education and relevant experience
- APS Application form & Consent form on <https://www.apscops.org/civilian-opportunities/>
- Two pieces of government issued Photo Identification (i.e. Drivers Licence, Passport, Canadian Citizenship, and Secure Certificate of Indian Status) Ensure to submit front and back of your identification.

Closing date for applications is Thursday, May 8, 2025 at 4:30 p.m. EST. Please quote HQ-34-25 on your application and the subject line of your message. All completed packages MUST be sent to recruitment@apscops.org Please visit the civilian careers page of www.apscops.org for the detailed job description, application form and consent form.

Anishinabek Police Service is committed to the Accessibility for Ontarians with Disability Act. If you require accommodation for any stage of the hiring process, please contact recruitment@apscops.org for more information.

Please note for internal persons applying, any disciplinary violations in the last two calendar years may be considered in the decision for your suitability for this position. Specifically, the nature or severity of the violation will be examined for its relevance to the position.

*** We thank everyone for their interest in the position, however, only those chosen for an interview will be contacted. ***