



SARNIA POLICE SERVICE JOB POSTING #118 – INTERNAL

POSTING DATE:	February 10th, 2025
POSITION:	Data Entry Clerk
CLASSIFICATION:	Civilian, Grade 2
TYPE:	Temporary
WORK LOCATION:	Headquarters
REPORTS TO:	Sergeant (Information Services), or designate
ANTICIPATED START DATE:	March 2025

Purpose

The Data Entry Clerk is responsible for the timely and accurate entry of incident data onto a records management program and for the timely and accurate production of court documents for all crown briefs. They act as a resources for information and assistance requests for the public and members of the Service.

Major responsibilities

- Provide twenty-four (24) hour coverage on a rotating shift schedule for entry of incident reports into Niche Records Management System (RMS) for Community Response and Traffic, and when other staff are not available or circumstances demand it, for Youth, Vice and Criminal Investigations branches.
- Transcribe verbal dictation and reports from Dictaphone to the RMS and act as a resource for use of the Dictaphone system.
- Prepare court documents for all direct entry reports and officer requests including creating assignments, adding property, preliminary UCRing, starting first call briefs, and preparing Informations and Warrants.
- Act as Commissioners of Oaths for the Service.
- Separate, distribute, input and file ancillary reports received by Information Services Branch. Create incident numbers and occurrence reports for probation orders, committal warrants, and others.
- Link and add data to RMS in accordance with system requirements.
- Receive and respond to “in-person” requests and inquiries made by SPS officers and civilians.
- Perform other related duties as required and assigned.

Minimum Qualifications

- Grade twelve (12) or equivalent, plus additional course work in secretarial or office administration, plus three (3) to six (6) months related work experience, or equivalent combination of education/training and experience.
- Related work experience to include demonstrated competencies at an intermediate level in:
 - Word processing
 - Typing skills with the ability to type upwards of 50 words per minute with accuracy
 - Effective written and verbal communication skills
 - Excellent grammar and spelling skills
 - Demonstrated proofreading skills
 - Ability to multi-task and prioritize
 - Ability to work independently with minimal supervision
 - Excellent work and attendance record including a positive attitude in the workplace
- Ability to sit/stand for long periods of time, manual dexterity for the purposes of keyboarding.

Working Conditions

This position is routinely limited to sitting and intermittent walking, extensive keyboarding, with otherwise minimal physical effort and stressors. Keyboard and mouse functions are integrated to eliminate traditional computer mouse. Multi-adjustable chairs are designed for twenty-four (24) hour per day use.

Scheduled Working Hours

This position works a rotating shift schedule of days, afternoons and nights, as follows:

Days		Afternoons		Nights	
Monday	0700-1700 hrs	Daily	1100-1900 hrs	Nightly	1900-0700 hrs
Tuesday-Friday	0700-1600 hrs				
Saturday-Sunday	0700-1900 hrs				

As a temporary position, there is no guarantee of a fixed number of hours. Flexibility will be necessary to accommodate special events and activities. This position does not offer remote working arrangements and requires the successful applicant to be present in the office.

Application Process

Qualified applicants should submit their application package (SPS Work History form and one-page cover letter) by email to Sarnia Police Service Careers (SPSCareers@police.sarnia.on.ca) no later than **4:00 PM on Friday, February 21st, 2025**.

Where applicants have equal or similar qualifications, the applicant with the greatest seniority will be given preference, as per Article 22.04 of the current Civilian Collective Agreement. Interviews may be conducted, if necessary, for qualified applicants only.



Sarnia Police Service Civilian Application Form

Important: Carefully review and follow application instructions issued with this application form. If additional space is required for any answer, attach an Appendix to your application.

I. Personal Information

Last Name	Given Name (1)	Given Name (2)	
Complete Address (including Number, Street, Apt. Number, Lot, Concessions, Rural Route #)			
City or Town	Province	Postal Code	
Business or Day Phone Number: ()			
Home or Evening Phone Number: ()			
		Yes	No
Are you at least 18 years of age?		<input type="checkbox"/>	<input type="checkbox"/>
Are you legally eligible to work in Canada?		<input type="checkbox"/>	<input type="checkbox"/>
Are you a Canadian citizen or a permanent resident of Canada?		<input type="checkbox"/>	<input type="checkbox"/>
Do you possess a valid driver's licence that permits you to drive an automobile in Ontario with full driving privileges and do you have six or fewer demerit points?		<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of any criminal offence for which a pardon has not been granted or issued? (This means any fine, period of imprisonment, or period of probation offered by the court)		<input type="checkbox"/>	<input type="checkbox"/>
If you were previously convicted under a federal statute, have you been granted or issued a pardon; or in the event of a discharge related to a finding of guilt, have the records been sealed by the R.C.M.P.?	N/A <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you possess a CPR certificate? (If Yes, please provide the expiry date. If no, please provide date of scheduled training.) CPR is not required for this position.		<input type="checkbox"/>	<input type="checkbox"/>
Do you possess a first-aid certificate? (If Yes, please provide the expiry date. If no, please provide date of scheduled training.) First-aid is not required for this position.		<input type="checkbox"/>	<input type="checkbox"/>

II. Education

Secondary School Attended		Highest Grade or Level Completed (If applicable, attach equivalency certificate)	
Type of Certificate or Diploma Obtained			
Business, Trade or Technical School Attended			
Course Name		Length of Course	
Licence, Certificate or Diploma Awarded			
Community College Attended			
Program Name		Length of Program	
Licence, Certificate or Diploma Awarded			
University Attended			
Major Area of Study		Length of Course	
Degree Awarded		General	Honours
Other relevant Courses, Workshops, Seminars, Training, Licenses, Certificates or Degrees			

III. Employment History

Note:

1. Beginning with your present or previous employer and continuing in reverse time order, list and describe every position you have held since the beginning of your work experience. If you have held two or more positions with the same employer, list and describe each position separately. Include military, part-time and summer employment. (Please attach additional sheets as required)

2. Is your current employer(s) aware you are seeking employment? Please be advised they may be contacted at a further point in the selection process.

Yes

No

Present or Previous Employer	
Telephone Number ()	Date of Employment: From _____ To _____
Complete Mailing Address	
Supervisor's Name and Title	Position Title
Brief Description of Duties -----	
Reason for Leaving	
<hr/>	
Present or Previous Employer	
Telephone Number ()	Date of Employment: From _____ To _____
Complete Mailing Address	
Supervisor's Name and Title	Position Title
Brief Description of Duties -----	
Reason for Leaving	
<hr/>	
Present or Previous Employer	
Telephone Number ()	Date of Employment: From _____ To _____
Complete Mailing Address	
Supervisor's Name and Title	Position Title
Brief Description of Duties -----	
Reason for Leaving	

IV. List any qualifications you have which you believe are relevant to this position:

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Have you ever applied to any other police service(s)	Yes	No
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If yes, complete the following:

Name of Service(s)	Date(s)	Is your application currently active?	
1.	Yes	No
2.	Yes	No
3.	Yes	No
4.	Yes	No

Declaration: I hereby declare that the foregoing information is true and complete to the best of my knowledge. I understand that a false statement may disqualify me from further consideration for employment or result in dismissal should I be appointed as an employee of the Sarnia Police Service. It is understood and accepted that I am involved in a competition process and that I may be declined at any stage of the process without explanation.

Applicant's Signature:	Date:
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