



UCCM POLICE IS HIRING

The UCCM Anishnaabe Police will be a partner in community wellness by providing proactive, culturally sensitive, and innovative service while respecting existing laws customs and traditions.

****Balance**Compassion**Dedication**Humility**Integrity**Respect**Teamwork****



Position: **COURT & RECORDS ADMINISTRATOR**

Term: **FULL-TIME**

Salary: **ALIGNED WITH UCCM APS SALARY GRID**

Report To: **DIRECTOR OF OPERATIONS**

POSITION SUMMARY

The Court & Records Administrator is established to assist the organization in successfully meeting its' mission of providing culturally sensitive policing services to the UCCM police service area by providing records and court administrative job functions. The Court & Records Administrator is an administrative professional with a strong knowledge of Record Management System (RMS) systems and knowledge of court administration. The position provides management of the Niche Records Management system and the Canadian Police Information Centre (CPIC) System. The Court & Records Administrator oversees the court case files for the organization and handles requests for information from various agencies and the public. The position requires tactfulness and diplomacy in the interaction with the public, other justice partners and with all staff members.

EDUCATION & EXPERIENCE

1. University Degree or College Diploma in Records Management, Public Administration, Business, or related field; or an equivalent combination of education and experience;
2. Education and/or experience in Information Technology especially in the management and administration of information systems considered an asset;
3. Proficiency in computer skills to learn and master a variety of specialized software applications and databases used by the service (Intime, Microsoft Office, and NICHE RMS, etc); with the ability to train others in the applications;
4. Previous work experience is considered an asset

DUTIES & SKILLS (Includes but are not limited to)

- Excellent interpersonal skills to maintain professionalism and courteousness to members of the public and all justice partners.
- Knowledge of Niche Records Management System, CPIC system, and court administration an asset;
- Understanding of the Policing Adequacy Standards particularly in relation to record retention and CPIC;
- Knowledge of Freedom of Information and Protection of Privacy Act, Criminal Records Act, and the Criminal Code of Canada is required;
- Manages all case files, including criminal cases, assisting the Crown, and preparing or ensuring preparation and proper completion of all related information and documentation by uniformed officers;
- Oversee the Records Management System (RMS) statistical data, and ensure all occurrences are properly classified with the required Uniform Crime Reporting codes;
- Review, develop, maintain, amend, and distribute policies, procedures, and forms;
- Ability to handle multiple projects, meet multiple deadlines; and problem solve;
- Excellent written and verbal communication skills;
- Ability to learn very quickly in a fast-paced environment;
- Ability to exercise professional judgment and reasonableness in a variety of situations; and
- Other requirements as listed within the job description.

OTHER IMPORTANT INFORMATION

- A thorough background check will be completed, and the background check must be clear before an offer of employment will be given;
- **Completed series of Health Canada approved COVID-19 Vaccination PRIOR to job commencement;**
- A valid Class G driver's license is required.

DEADLINE: July 18, 2022 at 4:00pm EST

Please apply for this position by submitting your cover letter, resume, and three (3) **work** related references.

Complete a [Consent & Release of Liability Form](#) with your application.

For questions about this employment opportunity and/or a detailed job description, please contact Lyndin Belleau, Human Resources Administrator.

Mail-in applications can be sent to:
Confidential: Human Resources
UCCM Anishnaabe Police Service
5926 Hwy 540, Box 332
M'Chigeeng, ON P0P 1G0

Or via email to recruitment@uccmpolice.com

Subject: "Employment Opportunity: Court & Records Administrator"

Individuals of Anishnaabe ancestry are encouraged to apply. Self-identification is encouraged.

We would like to thank all applicants who apply; however, only those applicants selected for an interview will be contacted.

