



The St. Thomas Police Service announces a Selection Process

Communicator

Civilian Full Time Permanent Position – Vacancy

Position Title: Communicator

Pay Range: \$35.19/hour (start) to \$41.41 (senior); 2024-28 Civilian Collective Agreement

Posting Date: June 4, 2026

Closing Date: June 30, 2026

Start Date: To be determined with pooling for future hiring

**Our Communications Center is staffed 24 hours a day, 7 days a week.
Members are required to work varied shifts/hours including weekends and statutory
holidays as part of a shift rotation.**

This position involves clerical support duties and Emergency 911/ Non-emergency call taker/police dispatcher duties. A communicator must be able to work in a high stress environment; to evaluate emergency situations and work at a rapid pace with intense concentration for extended periods; be able to think, speak and communicate clearly and efficiently in emergency situations; to calmly and effectively deal with people; be able to understand and carry out oral and written instructions and procedures and learn standard broadcast procedures of the police communication systems; operate variety of communications equipment, office equipment and computer systems.

Qualifications:

- Must be at least 18 years of age
- Grade 12 education or equivalent
- Canadian citizen or permanent resident
- Meet vision, hearing and medical standards
- Accurate and efficient keyboarding skills – 40 - 50 WPM
- Advanced computer skills
- Ability to work well under intense pressure
- Possess strong interpersonal, communication and organizational skills

Special consideration will be given to candidates who possess the following additional skills:

- Successful completion of post-secondary education
- Successful completion of an accredited Emergency Communications course
- Prior experience in a police environment and/or public safety dispatch experience
- Prior experience working with the public in a social work environment
- Experience with CPIC, Niche, Microsoft Office Professional an asset

Screening, Submission and Selection Process

The St. Thomas Police Service does not use artificial intelligence to screen, assess, or select applicants.

Consideration shall be given to merit, skill, ability, and present and past experience of the applicant, as well as operational needs of the organization, in reference to the requirements of the position. As such, not all eligible applicants may be selected for interview.

Successful candidates will be required to participate in a thorough background and reference investigation.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

A cover letter and resume including your educational degree/diploma/certificate must be received by the St. Thomas Police Service by **Tuesday, June 30, 2026 by 12pm. Resumes must be submitted directly by email to careers@stps.on.ca.**

Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act and will be used only to determine eligibility for employment.

The St. Thomas Police Service is committed to a diverse and inclusive workplace reflective of the community we serve. Appropriate accommodations will be provided upon request throughout the hiring process as required under the Accessibility for Ontarians with Disabilities Act (AODA).