



The St. Thomas Police Service

Announces a Selection Process for

Clerk – Business office

Full Time Permanent Position
Civilian Agreement

We are pleased to be accepting resumes for the position of Business Office Clerk within the St. Thomas Police Service. This position involves general reception duties, answering business office telephone inquiries, assisting the public with inquiries at the front reception desk at Police headquarters, keyboarding entry of various types of documentation in appropriate computer systems; filing and other clerical duties. Starting hourly rate is \$33.17.

Qualifications:

- Must be at least 18 years of age
- Grade 12 education or equivalent
- Canadian citizen or permanent resident
- Security Clearance Check
- Must possess excellent public relations skills and telephone etiquette; pleasant manner.
- Must possess effective verbal, written and interpersonal skills as well as the ability to exercise good judgement
- Experience working in a computerized environment including knowledge of word processing, data base systems, file management and electronic emails is required.
- High level of proficiency using a computer with accurate keyboarding skills.
- An understanding of CPIC and OPTIC police computer systems preferred but not mandatory.
- Adherence to strict confidentiality is mandatory;
- Must be able to work well under pressure.
- Must have the ability to manage and effectively respond to stressful situations
- Must be honest and trustworthy;
- Must be organized and detail-oriented;
- Ability to multi-task.
- Flexibility for work schedule necessary.

Beneficial Qualifications:

- Successful completion of post secondary education
- Prior experience in a police environment
- Experience with CPIC, Niche, Microsoft Office Professional an asset

The St. Thomas Police Service is a progressive-minded and technologically advanced police service and our service is always looking for highly qualified and motivated people from different backgrounds to join as policing professionals.

A cover letter and resume including your educational and professional experiences must be received by **April 25, 2025 at 3:00 p.m.** by email to careers@stps.on.ca or by mail delivery to:

St. Thomas Police Service
Constable Colin McGregor Building
45 Caso Crossing
St. Thomas, Ontario N5R 0G7

Please note: an email reply acknowledging receipt will be sent to each applicant.