



**The St. Thomas Police Service announces a Selection Process**

## **Part Time Special Constable – Court Services Bureau**

Civilian Part Time Permanent Position – Vacancy

**Position Title:** Special Constable

**Pay Range:** \$32.89/hour (start) to \$38.69 (senior); 2024-28 Civilian Collective Agreement

**Posting Date:** May 11, 2026

**Closing Date:** June 12, 2026

**Start Date:** Immediate

**The St. Thomas Police Service is looking to fill the position of Part Time Special Constable – Court Services Bureau.**

We are pleased to be accepting resumes for one position: Part Time Special Constable within the Court Services Bureau. The successful candidate can expect a fulfilling career working in the Elgin County Court house where they will transport prisoners, maintain security in the courtroom and police building, handle court / police service documentation, liaise with court staff, Crown Attorney and defence counsel. The successful candidate will perform other routine duties for members of the St. Thomas City Police Service as required, will receive instruction in law enforcement methods and adhere to the Police Services policies and procedures while discharging his or her duties.

Applicants must meet the following criteria for consideration in the selection process:

- Be a Canadian citizen or permanent resident of Canada
- At least eighteen years of age
- Meet vision, hearing and medical standards
- Advanced computer skills
- Ability to work well under pressure
- Possess strong interpersonal, communication and organizational skills
- Possess a valid C.P.R and First Aid Certificate Level C
- Possess a valid Ontario Driver's licence class G
- Proof of successful completion of 4 years of secondary school education or equivalency
- No criminal record
- Physically and mentally able to perform the duties of the position
- Motor skills, upper body strength and cardio-vascular endurance
- Be of good moral character and habits

### **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 **Friday, June 12, 2026 by 12pm. Resumes must be submitted directly by email to [careers@stps.on.ca](mailto: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).*