



The St. Thomas Police Service announces a Selection Process

Administrative Records – Disclosure Processing Clerk – Business Office

Full Time Permanent Position

Position Title: Administrative Records – Disclosure Processing Clerk

Pay Range: \$30.73/hour (start) to \$36.15/hour (12 month rate); 2024-28 Civilian Collective Agreement

Posting Date: August 6, 2026

Closing Date: August 31, 2026

Start Date: Immediate

The Administrative Records / Disclosure Processing Clerk shall be responsible for the data entry of all information entered through digital systems into the records management system. This Clerk will be part of the Business Office Unit and reports to the Business Office Manager in all matters. This position is responsible for preparing court documents, transcribing audio and visual evidence, and collecting digital evidence from a variety of sources to submit within prescribed timelines for disclosure purposes. The position retrieves, enters, and transfers data to support STPS members and the judicial process.

Direct Responsibilities

- Maintain the integrity of police records including digital evidence. Protect the privacy of individuals with respect to Access Requests in the collection, release and retention of personal information.
- Enter occurrence reports submitted by police officers into the RMS, as assigned.
- Retrieve and transcribe video, audio statements/evidence in accordance with established protocols and/or as assigned. Disclose to the Crown Attorney.
- Retrieve and submit digitally and/or transcribe all other digital recordings requested and as approved by the appropriate Supervisory personnel. This may include CAD or dispatch recordings, surveillance or wiretap recordings, cell phone recordings, video recordings, voicemail, body-worn camera recordings, prisoner holding recordings (facilities or in-vehicle), Scenes of Crime Officer recordings, Forensic recordings, and unmanned aerial vehicle evidence. Where a transcription is required, complete in accordance with protocols and within established timelines.
- Ensure Disclosure prep is completed in accordance with STPS policies, best practices, guidelines and legislation.
- Prepare Charge Packages for CC charges, POA charges and updates for warrant executions. Process all court orders.

- Purge court packages and digital disclosure as appropriate. Update CJIM dispositions.
- Assist in sealing youth records, processing youth diversion packages
- Process legal court documents and charges for various statutes and legislations.
- Scanning of all non-electronic documents into the RMS, verifying the quality of the scanned documents by staff.
- Ensure that charges, civilian witnesses and testifying officers are indexed in RMS.
- Complete and redact an offender Criminal Record printout (CPIC) for every brief completed with charges before the courts
- CLRA records checks – non-parental custody applications
- Maintain and update Court files; ensuring file information is accurate and forwarded to STPS Case Managers and Crown file sharing systems electronically.
- Assist CPIC data entry with new or revised information as required.
- Purge CPIC as appropriate and processing record suspension requests.
- Take fingerprints of applicants for civil purposes - submit to RCMP using Livescan
- Perform such other duties as may be assigned from time to time.

Indirect Responsibilities:

- Assist in processing Criminal Record Checks.
- Provide assistance at the Lobby/Reception Window, as assigned
- Answering phone calls and any other requests for service from the Business Office
- External paid duty applications
- Train new staff as required

The above duties are representative of the position and are not to be construed as all inclusive.

Qualifications:

- Must be at least 18 years of age
- Grade 12 education or equivalent
- Canadian citizen or permanent resident
- 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 training relating to Office Administration or Records Management
- Prior experience in a police 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 **Monday, August 31, 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).