



HAMILTON POLICE SERVICE
Career Opportunity:
ADMINISTRATIVE SUPPORT POOL – Temporary
(Up to 3 Positions)

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| Posting # | #2025-030 | JJR# | TBD |
| Job Title | Administrative Support | Civilian/Sworn | Civilian |
| Status | Temporary (Pool Position) | Department/Unit | Administrative |
| Salary Grade | *Rate of Pay is dependent upon the assignment. Wages start at \$25.351 per hour (rates as of January 1, 2024) | Hiring Rate | Starting at \$25.351 per hour |
| Salary Range | \$25.351 – \$30.833 per hour (rates as of January 1, 2024) | | |
| Posting Date | May 12, 2025 | Closing Date | May 22, 2025 |
| Primary Job Location | 155 King William Street, Hamilton, ON | | |
| Hours of Work | Hours will vary according to the position assigned with a minimum of 20 hours per week. | | |

SUMMARY

About HPS

HPS patrols 1.113 square kilometers, serving over 620,063 residents. The Service is divided into two main areas: Operations, which provides visible policing and investigations in various specialized units, and Support, which offers services in areas such as professional development, emergency response, crime prevention, fleet and facilities, IT, Records and HR. HPS is committed to the highest standards of integrity and professionalism in all its divisions.

Our vision to be a trusted partner in delivering public safety is what motivates our members each and every day. Hamilton Police Service is an innovative police service dedicated to working in partnership with our communities to make Hamilton a safe and healthy community in which to live and work. Established in 1833, Hamilton is one of the oldest policing services in the world.

Position Summary:

Successful candidates in the pool will be able to assist the general public, outside agencies, and all levels internal staff with professionalism using various forms of communication. The ideal candidate can quickly adapt to a variety of dynamic situations, and is able to maintain high levels of confidentiality while receiving, processing, and distributing incoming/outgoing correspondence and a variety of documents, and will be comfortable utilizing a variety of common office computer software, systems and databases while maintaining a high degree of accuracy and attention to detail.

Duties include, but not limited to;**(Specific job duties are reflected in the job description of the assigned role)**

- Provide a variety of administrative support to the assigned division including logging, calculating, processing, revising, updating and maintaining various divisional personnel files (e.g. TMS, Staffing reports, seniority lists, overtime, annual leave, sick leave, etc.).
- Transcribe, proofread, prepare and mail a variety of correspondence and documents, such as interviews, memoranda, letters, agendas, minutes, briefs and reports.
- Respond to routine inquiries in person, by phone, fax or email and/or relay calls and message to appropriate personnel.
- Act as a commissioner for taking affidavits, as required by HPS.
- Set up and maintain various filing systems for the division.
- Receive, date stamp, sort, log and distribute incoming mail and process outgoing correspondences.
- Perform other duties, as assigned, related to the major responsibilities of the job.

Supervisory Responsibilities:

Not applicable.

Working Conditions:

Dependent on the assignment, please refer to the Job Description of the assigned role.

Physical & Sensory Demands/Dexterity:

Dependent on the assignment, please refer to the Job Description of the assigned role.

Education:

Minimum Grade 12 Diploma, or the equivalent. Post-Secondary education is considered a strong asset.

Experience:

Previous front line customer service and/or office experience. Strong MS Word and MS Excel experience. Experience working in a computerized work environment. Secondary School Diploma (OSSD), or equivalent.

Certifications & Licenses:

Valid Class G Driver's License, or the equivalent, with no more than six (6) accumulated demerit points, permitting you to drive an automobile in Ontario with full driving privileges.

Required Skills and Competencies

- Must be able to type 50 words per minute, Intermediate/Advanced level knowledge of Microsoft Word and Excel
- Strong verbal and written communication skills, excellent interpersonal skills
- Must work effectively as part of a team and possess the ability to relate courteously with others
- Must be able to input data quickly, accurately, and across multiple systems

- Strong organizational skills, ability to produce accurate work, and follow established policies and procedures
- Possess tact and professionalism in providing great customer service to the Hamilton community

INTERESTED IN THE POSITION?

Submit your application (i.e. updated cover letter and resume) via email by indicating the posting number in the subject line to recruiting@hamiltonpolice.ca before 11:59 PM on **May 22, 2025**. Please be advised we do not currently use AI technology as part of our screening and selection process.

Interested persons applying must be a permanent resident of Canada/Citizenship, and be able to work within Canada.

In accordance with the Ontario Human Rights Code (OHRC) should you require an accommodation at any time during the recruitment and selection process we encourage you to notify the Human Resources @ recruiting@hamiltonpolice.ca

We thank everyone for their expressed interest and appreciate the time you've taken to submit your application. However, only those selected for employment testing and/or an interview will be contacted.

At Hamilton Police Service, we are committed to a fair and equitable recruitment and selection process. We strive to build, mentor, and retain a highly skilled workforce that reflects the diversity of the communities we serve. By fostering an inclusive and respectful workplace where every member feels valued and has a strong sense of belonging, we strengthen our ability to serve Hamilton with professionalism, empathy, and integrity.

We strongly encourage applications from individuals of diverse backgrounds, including 2SLGBTQIA communities, Indigenous peoples, persons with disabilities, racialized persons, multilingual candidates, and anyone passionate about public service. By joining the Hamilton Police Service, you will play a crucial role in making a meaningful difference in the lives of those who call Hamilton home.

Hamilton Police Service (HPS) is situated upon the traditional territories of the Erie, Neutral, Huron-Wendat, Haudenosaunee and Mississaugas. This land is covered by the Dish With One Spoon Wampum Belt Covenant, which was an agreement between the Haudenosaunee and Anishinaabek to share and care for the resources around the Great Lakes. We further acknowledge that this land is covered by the Between the Lakes Purchase, 1792, between the Crown and the Mississaugas of the Credit First Nation. HPS honours with gratitude this sacred land which, from time immemorial, has been and is home to many Indigenous people from across Turtle Island.