



HAMILTON POLICE SERVICE (HPS)
JOB OPPORTUNITY

ADMINISTRATIVE SUPPORT POOL

Posting #2024 – 033

Available to: Internal and external candidates

Job Title: Administrative Support Pool

Status: Part-time/Assignment Based

Department/Unit: Administrative Pool

Salary: Rate of pay is dependent upon the assignment. Wages start at \$24.154 (2023 rates).

Posting Date: June 12, 2024 and closes June 26, 2024.

Primary Job Location: Majority of assignments are located at the Central Police Station (155 King William Street.) but may also be located at any of the other Hamilton Police Stations (Station 10, 20, 30 or M.A.T.A facility).

Hours of Work: Hours will vary according to the position; no guarantee of hours.

SUMMARY

About HPS

Serving a population of greater than 569,355 residents, the Hamilton Police Service (HPS) is committed to making sure that Hamilton continues to be a safe place to live and work. Our mission is to service and protect in partnership with our communities.

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, but not limited to

(Please refer to the job description of the placed assignment role for a specific and detailed list of the job duties)

- 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 required.

Education & Experience

- Minimum Grade 12 Diploma, or the equivalent. Post-Secondary education is considered a strong asset.
- Previous front line customer service and/or office experience.
- Strong MS Word and MS Excel experience.
- Experience working in a computerized work environment.
- Valid Class G Driver's License would be an asset.

Skills & 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

Recruitment Process

- Resume review.
- Testing.
- Interview.
- Background Investigation.

*If you are looking for the full list of duties, please refer to the Job Description of the assigned placement role.

APPLICATION INSTRUCTIONS

This position is available by internal referral only. If you or someone you know are interested in this position, forward an updated resume & cover letter via email to recruiting@hamiltonpolice.ca. In the subject line of your email please include: posting number (2024-033), job title, and your name. The cover letter must include the name of the active Hamilton Police Service member who referred you to this position and a description of your availability.

Hamilton Police Service is committed to creating a workplace culture that is inclusive and reflects the diversity of the communities we serve. We strongly encourage applications from diverse communities, including Indigenous peoples, persons from racialized groups, 2S&LGBTQIA persons, persons with disabilities, those who are able to speak fluently in another language(s) as well as anyone committed to a rewarding career in public service.

Hamilton Police Service is also committed to a fair and equitable recruitment and selection process, as well as in building, mentoring, and retaining a talented and diverse workforce representative of the communities we serve. We thank all applicants; however, only those candidates selected for testing and/or an interview will be contacted.

