



## HAMILTON POLICE SERVICE

### Career Opportunity: RECORDS POOL

<b>Posting #</b>	#2025-026	<b>JJR#</b>	TBD
<b>Job Title</b>	Records Pool	<b>Civilian/Sworn</b>	Civilian
<b>Status</b>	Part Time – varying hours	<b>Department/Unit</b>	Records
<b>Salary Grade</b>		<b>Hiring Rate</b>	TBD
<b>Salary Range</b>	\$25.351/hr to \$28.887/hr (as of January 1, 2024) dependent upon assignment		
<b>Posting Date</b>	April 4, 2025	<b>Closing Date</b>	May 2, 2025
<b>Primary Job Location</b>	155 King William Street, Hamilton, ON		
<b>Hours of Work</b>	Hours will vary according to the position/assignment; no guarantee of hours with various start times (must be available for rotational shifts, days/afternoons/nights, weekends and holidays).		

## 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:

Reporting to the Records Supervisors, the Records Pool clerks are responsible for filling in various functions in the Records Branch in order to assist police service personnel, related agencies, and the public. The ideal candidate for this role is someone who thrives in a fast-

paced environment, and possesses the ability to accurately multi-task, and juggle multiple demands under tight time constraints. Successful applicants will be highly efficient team players, and will be able to leverage their strong communication skills, interpersonal effectiveness and organizational skills to get the job done.

**Duties include, but not limited to;**

- Responding to and processing inquiries, assisting police personnel, the public and outside agencies.
- Assisting the public with various requests for documents and services available from the Records Branch.
- Typing, filing, processing documentation.
- Utilizing various Police Databases to provide information and administrative support as required.
- Completing a variety of documents such as warrants, arrest notices, reports and letters.
- Distributing mail within Central Station and to other locations.
- Receiving and processing cash payments for a variety of police functions.
- Must be willing to work 12 hour rotating shifts, or 8 hour daytime shifts, depending on assignment.
- Other duties as assigned.

**Working Conditions:**

Office environment, with open concept. Exposure to highly confidential and sensitive information which cannot be shared except in the course of judicial proceedings or pursuant to the order of a Command Officer or Supervisor.

**Physical & Sensory Demands/Dexterity:**

Assignments will involve activities such as reading, writing, keyboarding, talking, listening, sitting, standing and walking.

**Education:**

Minimum Ontario Secondary School Diploma (OSSD), or equivalent. Post-secondary would be considered an asset.

**Experience:**

Previous customer service and administrative experience is required.

**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 is mandatory.

**Required Skills and Competencies**

- Strong organization, prioritization and planning skills, including the ability to produce accurate work with attention to detail, including working with number/accounts.
- Demonstrated ability to use a computer, including ability to keyboard 40 words per minute (wpm).
- Excellent verbal and written communication skills.
- Strong interpersonal skills and the ability to work effective as part of a team.
- Ability to be flexible when performing assignments, and to work independently.
- Excellent customer service skills and ability to work co-operatively with members of the Service.

## 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](mailto:recruiting@hamiltonpolice.ca) before 11:59 PM on **May 2, 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](mailto: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.*