



HAMILTON POLICE SERVICE (HPS) Career Opportunity

SUMMONS SERVER - Full Time

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| Posting# | 2024-077R |
| JJR# | 14 |
| Job Title: | Summons Server |
| Civilian/Sworn: | Civilian |
| Status: | Full-Time |
| Department/Unit: | Division 1 – Field Support, Case Preparation |
| Salary Grade: | 4E |
| Salary Range: | Schedule 4E - \$57,402 to \$67,531 per annum (as of January 01, 2023) |
| Posting Date: | November 27, 2024 |
| Closing Date: | December 11, 2024 |
| Primary Job Location: | Division 1 – 155 King William St., Hamilton, ON |
| Hours of Work: | Monday to Friday from 0700 – 1500 hours or 1300 – 2100 hours |

SUMMARY

About HPS

Hamilton Police Service is comprised of three divisions, plus a training facility, that provide frontline and investigative services to Hamilton's more than 580,000 residents.

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: Under the direction of the Staff Sergeant of the Case Preparation Unit, the Summons Server is responsible for the service of court documents (e.g. subpoenas, summonses, and other court documents etc.) within the City of Hamilton and, when required, nearby jurisdictions

Duties include, but not limited to:

- Receive, sort and prioritize documents for service by date, geographical location and nature of offence. Sort and return all served and unserved court documents and dispositions back to the appropriate court locations (e.g. HPS Court Documents Branch, Provincial Docket Desk, Crown Attorney's Office, Crown File Room etc.).
- Receive, sort and distribute all documents received from out-of-town Police Services and other judicial agencies, and electronically record and track these documents, in order to be able to respond to all inquiries on their status. Mail or courier all served and unserved out-of-town court documents and dispositions back to the agencies of origin.
- Determine correct Police Service and address for documents, in order to send local court documents to the proper out-of-town jurisdictions for service.
- Research documents, as required (e.g. if a Summons to Witness is within 100 miles/160 kilometres from the City of Hamilton etc.), and take the appropriate action (e.g. return to courts or send out for out-of-town service etc.).
- Identify investigating officer/officer-in-charge (OIC) for all domestic incidents, and forward victim subpoenas for service by officer. Record and electronically track all domestic-related subpoenas for proof of receipt.
- Copy and forward all served criminal summonses to the Records Branch, so that an Arrest Notice can be prepared and an Accused entry can be made on the Canadian Police Information Centre (CPIC) database.
- Prepare all correspondence and mailing labels, and arrange for the shipping of urgent court documents to out-of-town Police Services through the Shipping/Receiving Clerk in the Stores Branch. Email or courier served and unserved documents and dispositions of an urgent nature to out-of-town Police Services, where necessary and appropriate.
- Attempt to update information on parties that cannot be located (e.g. search for new address or phone number via CONSTABLE, Niche, CPIC, City Directory, phone book, or any other source that may be of assistance. If new information is discovered, enter, link and update related entities (e.g. address, telephone number etc.) in the Niche Records Management System (RMS).

- Perform other duties, as assigned, which are related to the major responsibilities of the job.

Supervisory Responsibilities: N/A

Working Conditions: Some time will be spent at Division 10, otherwise the balance of the shift will be spent driving, in all kinds of weather, in a marked police vehicle. Risk of dog bites, contact with aggressive or violent members of the public, and exposure to unsanitary residences.

Physical & Sensory Demands/Dexterity:

Assignments will involve activities such as reading, writing, keyboarding, talking, listening, sitting at a desk or in a police vehicle, getting in and out of a vehicle, driving, standing, walking and climbing stairs.

Education:

Ontario High School Diploma or equivalent

Experience:

Minimum three (3) months previous office experience, including sorting, filing, photocopying, using a computer etc.; knowledge of a Records Management System (RMS), such as NICHE, CPIC etc. is an asset. Familiarity with Hamilton and surrounding areas would be an asset, but is not 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 required.

Skills & Competencies:

1. Ability to utilize a personal computer, including accurate keyboarding and data entry skills - minimum 35 words per minute (wpm), and basic office/reading comprehension skills (e.g. grammar, spelling, filing etc.).
2. Ability to communicate effectively with HPS staff and members of the general public.
3. Good organizational skills.
4. Ability to deliver quality service.
5. Ability to work competently with minimal supervision.

Recruitment Process:

- Resume Review
- Physical Test (PREP test)
- Panel Interview
- Background Investigation

INTERESTED IN THE POSITION?

Kindly 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 December 11, 2024. Please be advised we do not currently use AI technology as part of our screening and selection process.

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 remain 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, 2SLGBTQIA 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.

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, due to limitations only those selected for employment testing and/or an interview will be contacted.