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JOB POSTING**ADMINISTRATION CLERK ONEIDA FIRST NATION POLICE SERVICE**

Posting Date: January 22, 2018

Closing Date: February 28, 2018

SUMMARY

Oneida Nation of the Thames First Nation Police is currently accepting applications from a mature, motivated and community oriented person for the position of Administrative Clerk. Under the direction of the Oneida Police supervisor, the Administrative Clerk will be responsible for Greeting visitors, call taking, dispatching officers, managing court documents, performing Criminal records checks, vulnerable screening checks, transcribe audio/video statements, participate in community events other activities directed at community policing, under the Supervision of the Oneida Police Services Supervisor.

QUALIFICATIONS

1. Canadian resident or a permanent resident of Canada and;
2. Grade 12 with Ontario Secondary School Diploma;
3. Willingness to undergo extensive background investigation;
4. Must possess a valid driver's license in good standing, current CPR/FIRST AID Certificate;
5. Knowledge and understanding of Oneida Culture and Traditions;
6. Excellent written, analytical, organizational and oral communication skills;
7. Good moral character and habits;
8. Must provide a current vulnerable screen CPIC;
9. Must be willing to sign a 6 month probationary contract with possibility of yearly renewal.

DESIRED ASSETS:

- Knowledge and understanding of Oneida Culture and Traditions
- Completion of a program in office administration

MANDATORY DOCUMENTATION WITH APPLICATION:

1. Cover letter, resume, three (3) recent supervisory work related references, names and telephone numbers only;
2. Copy of Diploma, Degree and other educational/training documentation;
3. The successful candidate will submit a recent vulnerable screening Police Check (CPIC), completed within the last year, prior to starting employment at own expense;
4. Copy of valid driver's license.

Interested applicants please submit documentation to:

Oneida Nation of the Thames, Administration Office
Human Resource Department
2212 Elm Avenue, Southwold Ontario N0L 2G0
OR Fax (519) 652-2930 or (519) 652-9287

- All applications will be screened according to the above qualifications, including a full and complete application as requested;
- Only those selected for an interview will be contacted;
- A registered member of a First Nation as per Section 16(1) of the Human Rights Act would be an asset.