



**The Dakota Ojibway
Police Service**
Is seeking applicants for the position of
Detachment Clerk/Typist
Birdtail Detachment

Interested applicants should submit a covering letter along with a résumé, (2) letters of references, a copy of Grade 12 High School Diploma or equivalent Grade 12 GED Certificate, copy of valid Class 5 Manitoba Driver's Licence, and an updated Criminal Record Check. All necessary documents are to be forwarded to:

Chief of Police
Dakota Ojibway Police Service
Box 37, 5000 Crescent Road-West
Portage la Prairie, Manitoba R1N 3B2
Fax: (204) 856-5389
Email: dops@dops.org

Incomplete packages will not be considered.

DETACHMENT CLERK/TYPIST (CT-2)

- Responsible to the NCO i/c-Detachment.
- Responsible for ensuring receptionist needs of the Birdtail Detachment are met effectively and efficiently.
- Responsible to receive, refer and screen telephone calls/walk-ins and ensure they are relayed to appropriate personnel at the first opportunity in a professional and courteous manner. Where an emergency arises, ensure appropriate personnel are advised immediately.
- Responsible to receive telephone calls and dispatch mobile police units.
- Responsible to receive all incoming mail, date stamp, record and distribute to appropriate personnel.
- Responsible for any typing/data entry in accordance with required standards
- Responsible to maintain a filing system on all incoming and outgoing correspondence related to area of work.
- Responsible to take and transcribe dictation as required in all matters and other documents as required within the Police Service.
- Responsible to maintain the strictest of confidentiality on all matters relating to the Police Service.
- Responsible to maintain an appointment calendar and daily itinerary for the NCO i/c-Detachment and all members of the Detachment.
- Responsible to maintain CPIC files and records on a daily basis. Ensuring accuracy, adding, modifying and removal of CPIC files in a timely manner.
- Responsible to maintain contingency fund, replenish the fund and to submit monthly reports to the Finance Clerk.
- Any other related duties as may be assigned.

Individuals will be subject to a Criminal Records Check and Child Abuse Registry Check, as will spouses/partners and any other adult residing in the same residence as part of the application process.

Salary will be in accordance with the Collective Bargaining Agreement with Manitoba First Nations Police Association.

DOPS appreciates the interest of those who apply, however, only those under consideration will be contacted. **Deadline: October 11, 2017**