



TSUUT'INA NATION POLICE SERVICE

9905 Chiila Boulevard • Tsuut'ina Nation, AB • T2W 6H6
Phone: (403)251-9660 • Fax: (403)238-4075 • Email: info@tsuutinapolice.com
www.tsuutinapolice.com

Receptionist

Salary: \$40,732.07, commensurate with experience and qualifications

Competition Number: TNPS18-05

Open Date: May 2, 2018

Close Date: May 25, 2018

Amendment: Closing Date & To Apply

JOB SUMMARY:

The Police Receptionist is responsible for performing reception, secretarial and clerical duties for the Tsuut'ina Nation Police Service. The role will provide support to the Office Manager as required and is designed to support and promote the Mission, Goals, Objectives, Policies and Procedures of the Tsuut'ina Nation Police Service.

POSITION SCOPE:

Reception duties:

- Assist the public in person and over the phone by collecting and generating necessary file documentation and forwarding information to the proper individuals, authorities or directing individuals to other agencies
- Relay information among Police Service members using the police radio, e-mail, or telephone communication systems
- Prompt, accurate, thorough and courteous response to all public inquiries
- Maintaining record of and accurate referral of public inquiries
- Answering phones in a timely manner and dealing with messages appropriately

Police Operational Systems use:

- PROS Computer System:
 - a. Operate the computerized Police Reporting and Occurrence System (PROS) to create and modify files
 - b. Assist Police officers with data entry into this operating system
- CPIC Computer System:
 - a. Operate the computerized Canadian Police Information Centre (CPIC) system to enter, modify, remove and validate information on files. (e.g. stolen property, warrants, accused, SIP, missing persons etc.)
 - b. Assist Police officers by monitoring the system for messages
- JOIN System:
 - a. Operate the Justice On-line Information Network to search court dispositions for Tsuut'ina Police Service files
- E-Collision
 - a. Creating and editing collision reports on E-Collision, a provincial database for the recording of motor vehicle collisions reported to police

Live Scan use:

- Take and submit fingerprints as part of Civil and Vulnerable Sector criminal record checks
- Interpret transaction response of fingerprinting and produce the appropriate results letter



TSUUT'INA NATION POLICE SERVICE

9905 Chiila Boulevard • Tsuut'ina Nation, AB • T2W 6H6
Phone: (403)251-9660 • Fax: (403)238-4075 • Email: info@tsuutinapolice.com
www.tsuutinapolice.com

Clerical duties:

- Maintain several filing systems for the Police Service Office
- Transcribe documents
- Distribute and process incoming and outgoing mail
- Process and issue legal documents and faxes
- Maintain inventory of stationary and office supplies, including those related to operational police functions

Other skills/abilities:

- An understanding of the Tsuut'ina Nation's culture, traditions and community values would be an asset
- Willing to learn and perform other related duties as required to meet the ongoing needs of the Police Service

QUALIFICATIONS:

Applicants must not have a criminal record and **MUST** pass an Enhanced RCMP Security Clearance check. Minimum of Grade 12 education plus two years of secretarial experience is required. Successful applicants must be able to work well under pressure with minimal supervision, be self-motivated, have a strong work ethic and have shown that they can be dependable and reliable to fulfill their duties and responsibilities effectively. **Preference will be given to applicants that have experience in the above noted Police systems.**

Applicants are required to have their own reliable transportation as there is no public transit available.

Successful applicants must provide proof of qualifications.

TO APPLY:

Please submit your resume and cover letter directly to Tsuut'ina Nation Police Service:

- By Email: careers@tsuutinapolice.com
- By Fax to: (403) 238-4075

We thank all applicants for their interest in this opportunity, however, only those selected for an interview will be contacted.