



## TORONTO POLICE SERVICE

### ABORIGINAL PEACE KEEPING UNIT AND EMPLOYMENT UNIT POSITIONS

#### **SUBJECT TO FUNDING APPROVAL**

Posting date: January 15, 2018

Closing Date: open until position is filled

Start Date: April 02, 2018

Location: 40 College Street, Toronto

The Toronto Police Service in partnership with Miziwe Biik is seeking applicants for the position of a temporary clerk with the Aboriginal Peace Keeping Unit and Employment Unit for a period of one (1) year from April 02, 2018 to March 31, 2019 (52 weeks).

Interested applicants must contact Miziwe Biik, Aboriginal Employment and Training to schedule an appointment with a Counsellor.

#### Duties and Responsibilities:

- Type correspondence, reports, forms, letters, etc. from written or other material
- Attends meetings, takes, transcribes and distributes minutes
- Answers telephone, takes messages, re-directs calls and/or answers questions received from or directed to members of the Unit, the Service, or the general public
- Maintains up-to-date records, files and computerized information systems
- Types and distributes personnel's annual evaluations and re-classifications on a monthly basis and in accordance with Service requirements
- Opens, sorts, and distributes mail. May be required to update Human Resource Management System (HRMS) and Time and Resource Management System (TRMS) as required
- Assists with the preparation of all internal reviews, audits, and year-end reports
- Organizes and arranges the attendance of Unit personnel at courses and training sessions. Acts as a liaison with College staff regarding course attendance
- Performs typical duties inherent to the position

For more information please contact: Project Officer Nicole Hare at 416-591-2310 Ext 2471

We thank all applicants but only those selected for an interview will be contacted.



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