



TORONTO POLICE SERVICE

ABORIGINAL PEACE KEEPING UNIT AND TALENT ACQUISITION POSITIONS

SUBJECT TO FUNDING APPROVAL

Posting date: March 04, 2019

Closing Date: March 31, 2019

Anticipated Start Date: April 1, 2019

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 Talent Acquisition for a period of one (1) year from April 1, 2019 to March 31, 2020 (52 weeks).

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

Duties and Responsibilities:

- Types correspondence, reports, form letters, forms and lists from written or other material
- Inputs data into computer and maintains up to date computerized files, lists and records
- Answers telephone, takes messages, re-directs calls, and/or answers questions from the Service or the public
- Attends to the public at front counter
- Performs initial screening functions i.e. vision tests and typing tests and fingerprints applicants as required (Talent Acquisition only)
- Prepares and sends out routine correspondence
- Opens and sorts mail
- Updates timesheets Time and Resource Management System (TRMS) for the Unit when required
- Performs typical clerical duties inherent to the position.

Additional Requirements:

- Minimum of one year of clerical experience
- Must be able to communicate effectively, both verbally and in writing with members of the Service, outside agencies and the public
- Computer skills are required.

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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