



Administrative/Operational Support Coordinator (Bilingual)

The Town of Sainte-Anne Police is accepting applications for a bilingual Administrative/Operational Support Coordinator. Under the direct supervision of the Chief of Police, the AOSC's responsibilities shall be to perform the following duties:

Court

- Manage all incoming requests by Crown, Court Office, Probation Services, Victim Services etc.
- Update Court Dockets & manage Court Appearance Notices
- Ensure Subpoenas are being served, sworn and returned to Court Office
- Review & organize Court Packs
- Maintain all active Court files & Warrants

CPIC

- Manage entries/data for Criminal Code files
- Manage CPIC messaging
- Update dispositions
- Manage criminal record & vulnerable sector checks

CJIM

- Update dispositions & fingerprints

Auxiliary Program

- Recruit & manage members
- Ensure proper training requirements are being met & maintained
- Ensure members have proper identification & uniforms
- Swear members in under oath and ensure it's being respected
- Ensure Auxiliary policies & procedures are being updated and followed

Statistics

- Send monthly reports to Chief on Highway Traffic Act & Criminal Code files
- Send quarterly reports to Police Board Highway Traffic Act & Criminal Code files
- Send annual reports to MB Police Commission on all stats including org chart, Auxiliaries, community relations, DARE, Highway Traffic Act, Criminal Code, training, equipment and strategic planning

Training

- Arrange & manage training for all Members of the Department, and maintain training files (First Aid, Firearms Qualifications, Use of Force Etc.)

Reception

- Greet customers
- Ensure proper supply & equipment needs are being met

Preferred Qualifications:

- Business Administrative Certificate or at least 5 years' experience in a police setting ;
- Experience in dealing with court files and the preparation of court packages.
- Knowledge and training in relation to the Canadian Police Information Center.
- Experience in the use of livescan computer software.
- Strong knowledge of the Criminal Code and Provincial statutes.
- Ability to organize and prioritize work and meet strict deadlines;
- Knowledge of and experience with Microsoft Office (Word, Excel and Outlook);
- Very good verbal and written communication skills in English and French;
- Excellent work ethic and organizational skills;
- Ability to work well with the general public and in a small office environment;
- Commissioner for Oaths or ability to become one.

Wages:

31,262 Per year

Applicants must clearly indicate their experience with the specific areas on their resume.
Interested candidates are invited to submit a resume by mail or e-mail to:

Marc Robichaud , Chief of Police
Unit B – 30 Dawson Rd.
Ste. Anne, MB R5H 1B5
Email: marc_robichaud@steannemb.ca

Application deadline: April 20th, 2018 or until a suitable candidate is found.

The Town of Sainte-Anne Police wishes to thank all candidates for their interest, but only those considered for an interview will be contacted.