



**JOB POSTING
DATA ENTRY CLERK
FULL TIME INDEFINITE HIRE
AKWESASNE MOHAWK POLICE SERVICE
DEPARTMENT OF PUBLIC SAFETY**

SALARY LEVEL: CL09 ST3 \$44,276.98

DEADLINE TO APPLY: AUGUST 8, 2023, BY 4:00PM

SUMMARY OF RESPONSIBILITIES:

Under the Supervisor of the Deputy Chief of Police, the incumbent is responsible for performing clerical and administrative duties within the Akwesasne Mohawk Police Service by; performing the duties as a front desk administrative support person, assisting the court officer and by maintaining and updating the Records Management System (RMS) with court appearances updates and data entry; which includes Canadian Police Information Center (CPIC) entries, modifications for the Akwesasne Mohawk Police. The incumbent will also assist in the management of the training and development needs of records services by designing and implementing projects and delivering training programs to all members that will assist in the improvement and performance of the Record Management System of the Akwesasne Mohawk Police Service.

QUALIFICATIONS:

- High School Diploma or equivalent;
- One (1) year experience in Administration or relevant field;
- Post-secondary education in Business, Administration or related field would be considered an asset, but is not required.

All interested applicants **MUST** submit all of the following documents:

1. a cover letter,
2. resume,
3. copies of all relevant certificates/diplomas,
4. status card (if applicable) and
5. three references submitted on Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment.

Applicants must clearly outline that they meet the qualification requirements on their resume. Native preference in hiring. A criminal record check is mandatory before start of employment.

As a requirement of employment, all applicants must have a Canadian Social Insurance number.

An eligibility list will be created for one year. We thank all applicants for their interest, however, only qualified candidates invited for an interview will be contacted. MCA reserves the right to retract, postpone, or revise employment opportunities at any time.

Submit application packages using one of the following methods (email preferred):

E-mail: jobs@akwesasne.ca

Mail: MCA Staffing Officer, PO Box 90, Akwesasne, Quebec H0M 1A0

Drop Off: 10 Akwesasne St, Administration Building #3, Akwesasne, Quebec H0M 1A0