



SOUTH SIMCOE POLICE

SPECIAL CONSTABLE(S) (Casual Part-Time)

The South Simcoe Police is looking to hire, on a part time casual contract basis, Special Constable(s).

The Service is committed to ensuring that the policing needs of the community continue to be met by using modern technology, staff training and development, compliance with Provincial guidelines and planned resource deployment.

SUMMARY OF DUTIES TO INCLUDE:

- Liaise with the Crown Attorney's Office, Assistant Crown Attorney, Provincial Prosecutors, Defense Lawyers;
- Assist Victims of Crime;
- Receive, review and prepare documentation related to the court process;
- Coordinate court related documents for the members of the Service;
- Service of summons and subpoenas;
- Collect DNA samples;
- Courtroom security;
- Facilitate Weekend and Statutory Holiday (WASH) Court;
- Prisoner care and control at various court locations and police Divisions;
- Transport prisoners between various Divisions and court facilities;
- Execute warrants;
- Coordination and maintenance of prisoner property.
- May be required to work 12 hour shifts, including weekends and holidays.

QUALIFICATIONS:

- Must possess a pass the fitness test and computerized testing.
- Must be a Canadian Citizen or permanent resident of Canada;
- Must be at least 18 years of age;
- Must possess a minimum Grade 12 diploma, or equivalent;
- Must possess a valid Ontario driver's license (Class "G" or higher);
- Must have certification in CPR/First Aid at the time of hire;
- Minimum 35 words per minute keyboarding skills.
- Previous Courts experience will be an asset.

Candidates will complete several stages including a fitness assessment, aptitude testing, an interview stage and a background investigation. Candidates must successfully complete each stage to continue in the process.

If you are ready this challenge and opportunity, please send your resume to:

Human Resources by email: recruitment@southsimcoepolice.ca

Resumes will be received until **December 18, 2020 at 5:00 p.m.** for this position.

The South Simcoe Police Service is an equal opportunity employer and strives to ensure that it represents the diverse community it serves. The South Simcoe Police Service is committed to equitable treatment of all individuals in accordance with the Ontario Human Rights Code. Accommodation will be provided in accordance to the Ontario Human Rights Code and the position requirements.