



South Simcoe Police Service

Crown Brief Unit Clerk

Hiring Range: \$30.24 per hour to start

Full-Time, 1 year contract with possible extension

1 vacant position

ABOUT SSPS

The South Simcoe Police Service (SSPS) is committed to the safety and well-being of our community in the Towns of Innisfil and Bradford West Gwillimbury. Our vision is to make a difference in the lives of others every day. We value integrity, respect, inclusion, and work with a dedicated team of Officers and professionals, who are compassionate, courageous, professional, and accountable.

ABOUT THE ROLE:

Crown Brief Unit clerks are responsible for performing complete, accurate and timely case preparation and case management, including requests for additional and final disclosure to the Courts. Supports the flow of information throughout the organization to support investigations, prosecutions, reporting and data analytics.

WHAT YOU WILL DO:

- Responsible for the collation and preparation of electronic or paper-based Crown Brief packages; checks for discrepancies with packages and contacts officers and supervisors to clarify or locate missing information, or to clarify charge details.
- Ensures accuracy of required forms and documents using computer applications, such as Niche, Bulk Document Loader, and Adobe Acrobat; forwards Crown Brief packages and additional disclosure requirements to correct Crown or Prosecutors' Office after approved by supervisor.
- Monitors and addresses the shared work queue to advance administrative workflows associated with disclosure and processing of charges within the Record Management System (RMS).
- Corresponds with Court staff, Crown and Prosecutor's Office employees to disseminate and complete Crown Requests, order certified documents, and assist with general inquiries.
- Enters data and scans documents into the RMS including, Release Documents, Judicial Documents, Officer Documents and Additional Documentary Evidence.
- Assists with Informations, Show Causes, Warrant Requests, Summons Applications, and Corrective Summons in accordance with legislation, processes, procedures, and disclosure protocols; CPIC queries/entries as required.
- Performs duties as a Commissioner for Swearing Affidavits; receives Summons, Subpoenas and Provincial Offence Notices from officers and Special Constables for swearing purposes.

- Acts as a resource to implement or recommend changes to processes and procedures relevant to case preparation and case management.
- Ensures records retention is in accordance with applicable legislation, purging policies and procedures.
- Performs query searches within the RMS, CPIC, ISS MTO and other police information systems.
- Provides guidance and practical training to new and temporary employees as assigned.
- The incumbent follows established procedures and training to respond to emergency or exigent circumstances that require immediate actions.
- Participates in ongoing, specialized training and professional development due to constant changes to technology, legislation, processes, and procedures.
- Performs other related duties assigned.

WHAT YOU BRING TO THE ROLE:

- Keyboarding (40 wpm).
- Successful completion of an Ontario Secondary School Diploma.
- Proficiency in reading, writing, and communication is required, normally acquired through the successful completion of a two-year community college diploma in records and information management, data quality, justice administration or a related field. A combination of education and experience may be considered.
- Proficiency using Microsoft Office programs including Word, Excel, PowerPoint, Adobe, and Outlook is required.
- Proven analytical, organizational and computer skills.
- Ability to multi-task while maintaining a high level of accuracy.
- Excellent working knowledge of service wide processes that impact data management systems normally acquired through at least two years of extensive experience working with these systems.
- A proven team player who shares successes and learns from challenges.
- Above-average organizational skills, multi-tasking & computer skills.

Ability to read, analyze and interpret police and court documents, and other legal documents. Ability to respond to common inquiries or complaints from the public, regulatory agencies, or members of the service. Ability to write routine reports and correspondence. Ability to index, correlate, and file.

MUST HAVES

- A minimum of one (1) year of relevant experience in legal or justice administration, health care administration, information management, or a related discipline is required.
- A minimum of one (1) year of relevant customer service experience is required to interact with internal members of all ranks, as well as members of the Crown's office and external agencies.

NICE-TO-HAVES

- Previous experience with police and justice information systems, such as the Records Management Systems (RMS), the Canadian Police Information Centre (CPIC) system, e-disclosure, Criminal E-intake, and SCOPE is an asset.

Please note that a detailed background investigation is required for the successful individual.

If you are ready for this challenge and opportunity:

How to Apply:

It is very important that your application contains the following documents, incomplete files will not be accepted. Documents can be found on our website – [Civilian Recruitment](#).

1. A one-page cover letter
2. A resume
3. Application Survey Form
4. Consent Form

Email your application to recruitment@southsimcoepolice.ca, indicate "Crown Brief Unit Clerk" in the subject line.

Resumes will be received until **January 27, 2026 at 04:00 p.m.** for this position.

We value a fair and personal hiring experience. Decisions regarding your application are made by people, not machines. We do not use AI in candidate selection.

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.