



# TREATY THREE POLICE SERVICE

## Employment Opportunity

### Special Constable – Court Officer Fort Frances

Treaty Three Police Service is currently looking to fill a full-time Special Constable – Court Officer position within the Fort Frances area. Our service will be accepting applicants who have experience in the court system or are willing to learn and gain a valuable skill set. Training will be available.

#### Key Responsibilities:

- Management of court files for the Detachment;
- Provides liaison services with the court and monitoring the progress of files through the court system, experience with Scope & familiar with Niche RMS (Records Management System);
- Provides court security services for the detachment and court and to participate in the escort of offenders;
- Ensuring preparation and proper completion of all related information and documentation by uniformed officers;
- Liaises with and responds to inquiries from uniformed officers;
- Responsible for offenders while they are on-site for court appearances;
- Updating and explaining to witnesses and victims court proceedings;
- Maintain confidentiality;
- Other duties as assigned.

#### Requirements for this position:

- Possess a high school diploma or equivalent;
- Be of good moral character with no criminal record for which a records suspension (pardon) has not been received or an absolute/conditional discharge that has not been sealed;
- Must be willing to attend and participate in all required training programs as instructed;
- Previous work experience with courts / law enforcement would be an asset;
- Proficient with computers and related software MS Office (outlook, word, excel);
- Familiarity with use of office equipment (i.e. photocopiers, facsimile machines, printers)
- Excellent verbal and written communication skills;
- Be a Canadian citizen or permanent resident.

Interested applicants are encouraged to submit a cover letter and detailed resume to [hring@t3ps.ca](mailto:hring@t3ps.ca) using “JP0021” in your email subject line to reference the posting you are applying for.

Closing date: **Friday, March 19, 2021 at 4:00 p.m.**

Treaty Three Police Service appreciates the interest of all applicants; however, only those who receive an interview will be contacted.

*As an Indigenous employer we encourage First Nations, Inuit and Metis applicants to apply.*