

CIVILIAN CAREERS

The Brantford Police Service has 57 full-time civilian members who are dedicated to providing support to our sworn officers and this community. We offer a wide range of fulfilling positions with fair and equitable wage and benefit packages in areas such as Communications, Central Records, Front Desk Reception, Maintenance/Property and Court Services.



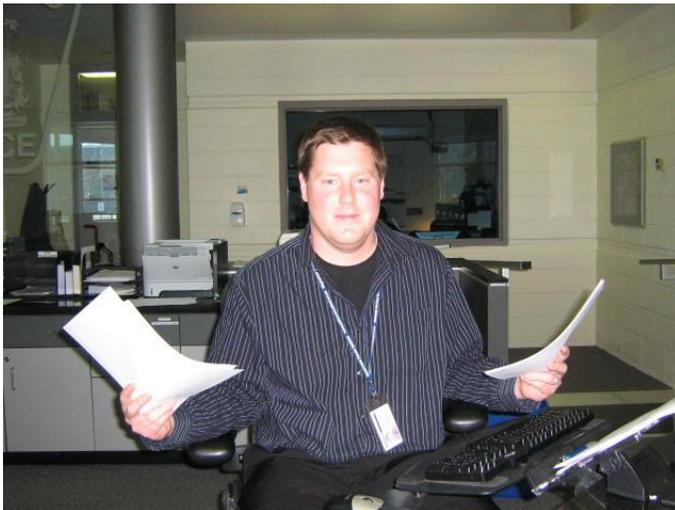
Those interested in a civilian position with the Brantford Police Service should be aware of our basic requirements which include:

- Prospective candidates will be required to undertake written testing, interviews, background checks and medicals.
- Candidates for clerical positions will require a minimum 45-w.p.m. keyboarding skills
- Candidates for clerical positions will require a Secondary School Diploma or equivalent, unless stated in the job posting.
- A background check will include a criminal record check. Applicants must be of good moral character and habit and will not have been convicted of a criminal offence for which a pardon has not been obtained.
- Most civilian positions entail shift work which may include working days, afternoons, nights, weekends and statutory holidays.



Here is a breakdown of some of our civilian positions:

- **A Communicator** serves in the Service's dispatch role. This position encompasses answering public calls, dispatching officers through computer-aided dispatch, using radio and computer communications equipment, monitoring audio/digital recording systems, performing searches on police information systems.
- **A Records Clerk** is a clerical role involving receiving, editing and inputting reports from officers, updating information on the Records Management System and Canadian Police Information Centre, performing records checks and providing reports as requested.
- **A Clerk Receptionist** performs reception duties at the Police Station and is assigned various functions of a Records Clerk.
- **Maintenance** personnel perform general janitorial functions as well as minor building repairs, purchasing maintenance supplies and retrieving found bicycles using a Service vehicle. A valid driver's licence is required for this position.
- **Court Constables** provide security in the City's court rooms and maintain decorum in the courts as directed by the presiding judiciary. They transport prisoners to court and correctional institutions, serve summonses and subpoenas and execute warrants as required. A Class "G" driver's licence is required.



If you would like to forward us your resume we will keep it on file for one year. Submit your resume to Mrs. Marva Usher, Recruiting Co-ordinator, Brantford Police Service, P.O. Box 1116, Brantford, Ontario N3T 5T3. You may also email your resume to musher@police.brantford.on.ca.

The Brantford Police Service is an equal opportunity employer.