



**WINDSOR POLICE SERVICE**  
announces openings for contract positions in the  
**DATA ENTRY/CLERICAL POOL**

**COMPENSATION:** Approximately \$33.00 per hour

**POSITION SUMMARY:**

The Data Entry Clerk is responsible for monitoring, retrieving and transcribing reports and ensuring that events are classified per the standards set out by Statistics Canada. The Data Entry Clerk is also responsible for processing online reports, the direct entry of reports received through Telephone Reporting and the entry of Provincial Offence Notices and Part III Summonses.

This job posting is to hire for a pool of candidates for temporary contract positions in Data Entry and other civilian clerical positions at Windsor Police Service. Temporary contract employees are entitled to apply for internal permanent full time openings as they arise.

**RESPONSIBILITIES:**

- Transcribe General Occurrence and Motor Vehicle Accident reports as received from Patrol Officers through the transcription queue.
- Perform a statistical and data audit on all reports submitted to ensure compliance with Statistics Canada UCR Survey reporting guidelines.
- Review and process reports received by citizens from online reporting.
- Perform maintenance on reports as required, including entering charges.
- Scan and attach documents or photos to reports.
- Receive calls eligible for telephone response and pre-arrival reporting and obtain particulars from callers in order to generate a general occurrence report.
- Maintain and update the Master Name and Vehicle Index.
- Enter all lost or stolen property information into the Property Sub-system, and roll items over to CPIC as required.
- Enter Pawn Tickets.
- Enter Provincial Offence Notices and Part III Summonses into the Versadex Ticket Module.
- Participate in peer-to-peer training of employees new to the unit

**QUALIFICATIONS:**

- Must possess a Grade 12 graduation diploma or equivalent, as recognized by the Ontario Ministry of Education, or completed post-secondary education at an accredited college or university as an adult student;
- Minimum of 6 months pre-job experience in an office setting.
- Typing speed of 40 words per minute.
- Familiarity with the Windows operating environment.
- Knowledge of Versadex, the Statistics Canada UCR reporting guidelines, CPIC, or the Windsor Police Service classification system would be an asset.

As Data Entry Clerk duties are a 24-hour operation, this position is required to work 8 hour shifts of days, afternoons, and midnights.

To apply for this position please [CLICK HERE](#) to upload your résumé and cover letter. This posting will close at **12:00 pm Friday November 17th, 2023.**

ANY QUESTIONS OR INQUIRIES MAY BE MADE VIA TELEPHONE BY PHONE: (519) 255-6700 Ext 7922 or  
EMAIL: [humanresources@windsorpolice.ca](mailto:humanresources@windsorpolice.ca)

Successful candidates will be required to successfully complete a thorough background and reference investigation. All applications will be treated with the strictest of confidence.

**We thank all applicants for their interest and advise that only those selected for an interview will be contacted.**

***Windsor Police Service is committed to a diverse and inclusive workplace reflective of the community we serve. Appropriate accommodations will be provided upon request throughout the hiring process as required under the Accessibility for Ontarians with Disabilities Act (AODA).***