



Internal/External Posting

Job Title: Special Constable	Date Posted: Wednesday, March 15, 2017
Department: Dryden Police Service	Closing: 4:00 p.m., Friday, March 24, 2017
Location: Dryden Police Service Building	Reports to: Police Service Supervisory Staff
Salary Range: As per Dryden Police Association current Collective Agreement - \$29.56 per hour	<u>Permanent Part Time</u> – approximately 30 hours per week

Job Summary:

The primary duties associated with this position are to provide Court Security, Prisoner Transport and Traffic or Scene Control. There will be some seized property management related duties and occasional Parking By-Law Enforcement.

Position Requirements:

- A High school diploma or equivalent
- Have and maintain a Class G driver's license
- Possess strong communication skills, both written and oral
- Ability to deal with difficult people and situations
- Good physical condition
- Must be able to work outside in all weather conditions and must be available to outside of normal work hours to assist in emergency situations
- Must have First Aid/CPR or the ability to obtain
- Ability to work independently with minimal direct supervision
- Working knowledge of computers and Microsoft applications
- Willingness to travel outside the City for training and/or operations
- The successful applicant will be required to obtain and submit a clean criminal records check and be subject to through background check prior to the start date

Application Process:

Interested applicants are to submit a cover letter and resume detailing experience and qualifications to the undersigned.

Return Application to:

Diana Couette, Executive Assistant,
Dryden Police Service, 64 King St. Dryden, ON P8N 1B5
Phone: (807) 223-1137 Fax: (807) 223-1138
dcouette@dryden.ca

Personal Information contained on this form is collected pursuant to the Municipal Act, 2001, and will be used for the purpose of determining eligibility for employment.

Accommodations of persons with disabilities are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance to the Executive Assistant, or designate.

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