



Mayor: Rowan Caseley
Chief Administrator Officer: Geoff Baker
Deputy Administrator: Wendy MacKinnon
Incorporated 1914

JOB POSTING

Part Time/Casual Communications Technician
Police Department

The Town of Kensington invites applications for a Part Time Communications Technician.

POSITION SUMMARY:

The primary purpose of the position is to facilitate the delivery of criminal record check services. The position also performs a wide variety of administrative and clerical duties, including preparing and/or typing reports, records and correspondence, data entry into the Police Occurrence and Reporting System (PROS), the Canadian Police Information Centre (CPIC) and any other related system, which may be used by the Kensington Police Service. The position performs other duties as may be assigned by the Deputy CAO or their designate. It is understood that dispatch duties are performed for the Kensington Police Department through the RCMP. The position is expected to maintain communication with on duty officers for assistance as required.

POSITION QUALIFICATIONS:

- Ability to deal effectively with the general public in a tactful and professional manner.
- Successful completion of Grade 12 or equivalent.
- Displayed ability in the operation of computers and other office related equipment.
- Typing speed of 50 WPM.
- Must have or be willing to be trained in the use of PROS, CPIC or similar type systems.
- An energetic team player with a positive attitude.

HOURS OF WORK

Part time employees usually work 8 hour shifts within a 24 hour period any day of the week. Overtime hours may be required.

SALARY

The rates quoted are in accordance with a Collective Bargaining Agreement between the Town of Kensington and CUPE Local 4893. (0 – 1 Year – \$15.84/hour, 1+ years 16.32/hour)

Please submit a detailed resume to the following address:

Town of Kensington
Attn: Wendy MacKinnon
55 Victoria Street East
P.O. Box 418
Kensington, PE
C0B 1M0

or by email at: mail@kensington.ca

Visit www.kensington.ca for further information.

We thank all applicants for their interest; however only those selected for an interview will be contacted.