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Job Ad

Ministry: Ministry of Community Safety and Correctional Services
Division: Provincial Communications Centre-Thunder Bay
Position Title: CPIC OPERATOR
Duration: 1 Permanent
Location: 489 Algoma St N, Thunder Bay, North Region (restricted to OPS employees living or working within 125 km of the location)
Compensation Group: OPPA Civilians
Salary: \$22.78 - \$25.23 per hour
Position Status: Restricted
Job Code: C0004 - CPIC Operator
Schedule: 3-7
Category: Administrative and Support Services
Job ID: 21720

The Ministry of Community Safety and Correctional Services, Ontario Provincial Police, Provincial Communications Centre-Thunder Bay, CPIC Operations Unit, has a challenging opportunity for a well organized self-motivated individual to receive, enter, retrieve and transmit confidential information on computerized information systems. The Communications Centre works on a 24/7 operation.

Qualifications: Typing 30 wpm. Knowledge of and skills in personal computer operation and specialized programs such as CPIC, NICHE, VIN Assist, PARIS/MTO Inquiry Services, ACCUPIES, NCIC to create and modify entries, cross-reference, and conduct searches. Knowledge of applicable Federal and Provincial Statutes to enter and retrieve CPIC data and perform quality control checks on information received. Knowledge of police jurisdictions in the province of Ontario and ability to read and understand court documents to create and modify entries and conduct searches. Knowledge of records management systems – OMPPAC and RMS to query records and retrieve information to support CPIC entries. Oral and written communication skills to obtain or clarify information, respond to inquiries on CPIC data from court case managers and detachment personnel and other police agencies, and to provide CPIC information to authorized individuals and agencies. Analytical skills to identify incorrect or insufficient data, obtain current data. Ability to work shift work. Ability to pass OPP background security investigation

Posting Date: Monday, September 21, 2009

Closing Date: Monday, October 05, 2009

Applications must be received by the end of the closing date with the Job ID number quoted.

Send application to:

Sergeant Rosa Daniels, Provincial Communications Centre Thunder Bay
Communications & Technology Services Bureau, Ontario Provincial Police
489A Algoma Street North
Thunder Bay, Ontario, P7A 8B1
Fax: n/a
OPP.PCC.TH.JOBS@ontario.ca

Only applicants selected for interview will be contacted.

OPS Employees are required to quote their WIN EMPLOYEE ID number when applying to positions.

**The Ontario Public Service is an equal opportunity employer.
Accommodation will be provided in accordance with the Ontario Human Rights Code.**