



Job Ad

Organization:	Ministry of Community Safety and Correctional Services
Division:	Ontario Provincial Police
Position Title:	PCC Administrative Assistant
Job Term:	1 Regular Part Time
Location:	Thunder Bay, North Region
Compensation Group:	Ontario Provincial Police Association Civilians
Salary:	\$25.39 - \$28.10 per hour
Posting Status:	Restricted to OPS employees living or working within 125 Km of 489A Algoma Street North, Thunder Bay, ON, P7A 8B1.
Job Code:	C0040 - PCC Administrative Assistant
Schedule:	3-7
Category:	Administrative and Support Services
Job ID:	36438

The Ministry of Community Safety and Correctional Services, Ontario Provincial Police, Provincial Communications Centre - Thunder Bay, seeks a qualified candidate to provide secretarial, clerical and administrative services for the OPP ensuring the efficient daily operation of the office, while operating within standard operating policies, procedures and practices.

What we are looking for: Knowledge of office administration policies, procedures, practices to provide support to the PCC by completing administrative duties including human resources forms, attendance reporting, DAR, payroll documents, WSIB claims, processing expenses and making purchases. Ability to work as part of an interdependent team of civilian and uniform personnel in a fast paced, ever-changing environment. Knowledge and skill in the use of personal computer operations and software such as Microsoft's graphics, database and word processing programs to produce correspondence, reports, memoranda, and presentations and maintain records, as well as specific computer programs WIN, Daily Activity Reporting System and IFIS. Knowledge of budget policies, procedures, guidelines and directives to ensure financial records are accurate. Mathematical skills to perform simple calculations to check for accuracy of expenses, payroll Calculations (IFIS, DAR) and review budgets. Oral communication and customer service skills to answer telephones, greet internal and external visitors, respond to general inquiries, transfer calls to appropriate staff, take instructions from supervisor, deal with hotel and travel agency staff to make travel/ accommodation arrangements and setting up meetings. Listening skills when taking instructions from supervisor and transcribing meeting minutes. Reasoning and analytical skills to prioritize tasks with conflicting deadlines, identify when insufficient or unclear information is provided, further investigate and resolve discrepancies (i.e. payroll/attendance calculations, expenditures, budget forecast), and to refer to supervisors matters not covered by established guidelines (for example when available attendance credits or expense claim limits are exceeded). Typing at 40 wpm. Ability to pass an OPP background security investigation.

Posting Date: Thursday, April 21, 2011

Closing Date: Monday, May 9, 2011 11:59 pm EST

How to apply:

1. You must submit your application using only one of the methods identified below.
2. You must show how you meet what we are looking for clearly, completely and concisely. We rely on the information you provide to us.
3. Be sure to quote the Job ID number for this position.
4. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.

Send application to:

Inspector Consuelo Capovilla

Provincial Communications Centre - Thunder Bay
489A Algoma Street, North
Thunder Bay, ON P7A 8B1
Fax: 807-683-4295

OPP.PCC.TB.JOBS@ontario.ca

Remember: The deadline to apply is Monday, May 9, 2011 11:59 pm EST.
Late applications will not be accepted.

Note: We thank you for your interest; however, we will contact you only if we choose you for further screening or an interview.

**The Ontario Public Service is an equal opportunity employer.
We will accommodate your needs under the Ontario Human Rights Code.**