



SARNIA POLICE SERVICE

555 Christina Street North
Sarnia, Ontario N7T 7X6

TEL: 519-344-8861
sarniapolice.ca

April 05, 2024

JOB POSTING (External)

POSITION: Property Clerk (Temporary)

SALARY: Category 2
Current Civilian Collective Agreement (\$55,183 – \$73,577)

The Sarnia Police Service has an opening for the Temporary position of Property Clerk. The anticipated start date is May 2024.

This position will require the successful applicant to work up to thirty-five (35) hours per week, Monday to Friday, day shift. This position does not offer remote working arrangements and requires the successful applicant to be present in the office. Hours may be required occasionally outside of the regular shift to accommodate special events and activities.

Summary of Position

- Responds to property and inventory related requests and inquiries. Maintains electronic mailbox by logging activities. Escalates inquiries to Supervisor as required.
- Enters information into inventory management system.
- Logs seized or found property. Attaches occurrence reports and updates the records management system (RMS) as required.
- Maintains complete and accurate records in accordance with SPS policies and practices regarding property in possession of the SPS and, as directed, participates in physical and record audits of same.
- Assists with transport, storage and distribution of property in the control of the SPS. Examines and authenticates items prior to transport and/or storage.
- Releases property for court as directed, and updates property records in the RMS regarding property status, location, moves and assists with forfeiture orders.
- Assist in the appropriate disposition of property according to SPS policy, and maintain records regarding same. Identifies and catalogues items available for auction in accordance with SPS policy.
- Issues new equipment and uniforms to employees and keeps current records of issuances.
- Assesses clothing returned for disposal or reusability as per policy. Maintains spreadsheet for surplus clothing.
- Assists with scheduling and conducting body armour fittings.
- Assists in ensuring that the property facility, property contained within it, and supplemental property rooms are organized, tidy, safe and secure.
- Other related duties as required by policy or practice.

Minimum Essential Qualifications

- Successful completion of Grade 12/equivalent plus one (1) to two (2) years related work experience, or equivalent combination of education/training and experience.
- Related work experience to include demonstrated competencies in:
 - Effective communication with individuals both inside and outside the organization to exchange information
 - Ability to problem-solve where situations and responsibilities are covered by SPS standards, precedent and procedures
 - Ability to use Microsoft Office (Outlook, Excel, Word) and data entry software
 - Organization skills to track, record and monitor information and materials
 - Ability to lift 25-50 pounds, perform frequent bending and twisting motion

Qualified applicants should submit their Cover Letter and Resume by email to Sarnia Police Service Careers (SPSCareers@police.sarnia.on.ca) no later than **5:00 PM** on **Friday, April 19th, 2024**. Only successful application candidates will be contacted for an interview.