

**Apply By:** Thursday, July 3, 2025 11:59 pm EDT

# Records Clerk

**Job ID:** 230835

**[Posting status:](#)** Open Targeted

**Organization:** Ministry of the Solicitor General

**Division:** Elgin Middlesex Detention Centre

**City:** London

**Position(s) language:** English

**Job term:** 1 Temporary (up to 6 months with possible extension)

**Job code:** C08OAD - Office Administration 08 (COR)

**Salary:** \$26.92 - \$31.31 Per hour\*

\*Indicates the salary listed as per the OPSEU Collective Agreement.

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Are you a conscientious and well-organized individual looking for an opportunity to work in a diverse, all inclusive ministry and provide essential administrative support to the justice system? If so, consider this opportunity at the Elgin-Middlesex Detention Centre as a Records Clerk.

Please Note:

All Records Clerks will rotate through a schedule to cover the department to 8:00pm each weekday.

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## About the job

In this role you will play an integral part in the compilation, maintenance and processing of offender records at the Elgin-Middlesex Detention Centre, including:

- checking offender records to verify the legality of admittance documents;
  - calculating and/or verifying sentences;
  - performing a variety of keyboarding functions;
  - maintaining up-to-date manual and electronic offender files and records;
  - ensuring documents are completed upon notification of transfer or discharge of offender;
  - providing authorized information to justice officials, law enforcement agencies, offenders and the general public.
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## **What you bring to the team**

### **Specialized Knowledge and Skills:**

- You have demonstrated knowledge of records management in order to maintain inmate record files.
- You have experience with office practices and procedures particularly pertaining to records keeping, filing, and information systems.
- You are able to maintain confidentiality of information.
- You have understanding of the criminal justice system and inmate sentencing.
- You are able to interpret and apply legislation, regulations, statutes, policies, and directives (such as the Criminal Code, Ministry of Correctional Services Act, Freedom of Information and Protection of Privacy Act, etc.).
- You are able to calculate, verify, and check admission information as well as ensure records are consistent with court sentences and legislation.

### **Analytical, Reasoning and Problem-Solving Skills:**

- You can ensure accuracy of inmate admission and discharge documentation by reviewing information provided by inmate, police and the courts as well as correct discrepancies.

- You have accurate mathematical skills to calculate and reconcile inmate sentences and fines.

### **Other Essential Skills:**

- You have effective communication and interpersonal skills in order to interact with inmates, staff, justice officials and the public in a tactful and diplomatic manner.
  - You are proficient with word processing, spreadsheet, and database software applications in order to input and retrieve information (i.e. OTIS).
  - You have demonstrated organizational skills to prioritize work and meet deadlines.
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## **Don't meet every qualification?**

If you are excited about this position and meet most, but not all, of the listed qualifications, please still consider applying. We recognize that no one person might have every qualification in this job ad, and you just might be the right candidate!

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## **How we support diversity, inclusion and accessibility**

We are building an inclusive workforce that reflects the communities we serve. We encourage everyone interested in working with us to apply, including people with disabilities, Indigenous, Black and racialized individuals, as well as people from all ethnicities, cultures, sexual orientations, gender identities and gender expressions.

Our hiring process is accessible, consistent with Ontario's [Human Rights Code](#) and the [Accessibility for Ontarians with Disabilities Act, 2005](#). We are working to prevent and remove barriers in our hiring processes and can offer [accommodation](#) to address specific needs related to Code-protected grounds such as disability, family status and religion. For more information about accommodation during the hiring process please [contact us](#).

Learn more about the work the OPS is doing to create an inclusive, anti-racist,

accessible and diverse workplace:

- [diversity, equity and inclusion initiatives](#)
  - [accessibility](#)
  - [Anti-Racism Policy](#)
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## What we offer

The Ontario Public Service is one of Ontario's largest employers. Employees work for a wide range of ministries, with offices in more than 70 cities across the province. We offer:

- a career that can grow across ministries and job functions
  - flexible learning and developmental opportunities, including education and mentorship programs
  - a comprehensive compensation and benefits package
  - base salary that aligns to market trends with performance-based pay and scheduled salary progression
  - tailored work arrangements, including opportunities like flex hours, self-funded leave and more
  - a modern, friendly and accessible physical work environment
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## Additional information:

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### Position details:

- 1 English Temporary, duration up to 6 months, 711 Exeter Rd, London, West Region, Criminal Record and Judicial Matters Check, Credit History Check, Local Police Databases Search, PIP/NICHE/RMS

### Compensation group:

Ontario Public Service Employees Union

### Work hours:

## [Schedule 3-7](#)

### **Category:**

Administrative and Support Services

### **Posted on:**

Wednesday, June 18, 2025

### **Note:**

- **About security checks:**

A criminal or other federal offence record **does not automatically disqualify you** from the position. We consider each situation based on the position's responsibilities.

If a check is needed and you've lived outside of Canada in the past 5 years for 6 or more months in a row, or if you are not a Canadian resident, you'll need to provide an out-of-country police clearance certificate from the country you lived in.

Employment screening checks are only reviewed and evaluated by the Transition and Security Office, which also maintains them and keeps them strictly confidential.

- The information that you provide for the purpose of this competition and the results from this competition may be used to fill other positions. These positions may be of various tenures including short-term assignments. Your information and the results from this competition will be retained for the purpose of filling vacancies in accordance with the applicable collective agreement or policy provisions.
  - T-CL-230835/25
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## **How to apply:**

1. You must apply online by visiting [www.ontario.ca/careers](http://www.ontario.ca/careers). You must enter the job id number in the Job ID search field to locate the job ad.
2. Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the [Writing a Cover Letter and Resume: Tips, Tools and Resources](#).
3. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.

4. Read the [job description](#) to make sure you understand this job.
5. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
6. If you require a disability related accommodation in order to participate in the recruitment process, please [Contact Us](#) to provide your contact information. Recruitment services team will contact you within 48 hours.

**Language requirements and assessment:**

All external Ontario Public Service (OPS) job ads are posted in English and French. Check the "position(s) language" section at the top of each job ad for the language requirements. For all roles, candidates are assessed in English, the business language of the OPS. If the position is bilingual (English/French), you'll also need to pass a French-language proficiency test.

**Exigences en matière de langue et évaluation:**

Toutes les offres d'emploi externes de la fonction publique de l'Ontario (FPO) sont affichées en français et en anglais. Consultez la section « Langue du ou des postes » en haut de chaque offre d'emploi pour connaître les exigences linguistiques. Pour tous les postes, les candidats sont évalués en anglais, la langue d'affaires de la FPO. Si le poste est bilingue (anglais/français), vous devrez également passer un test de compétences linguistiques en français.

**Strengthening Ontario, together**

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