



ONEIDA NATION OF THE THAMES POLICE SERVICE

2209 Elm Avenue, Southwold, Ontario, N0L 2G0

Employment Opportunity

Position: Administrative Clerk
Term: Permanent Full-Time
Salary: Competitive salary range
Reports to: Oneida Nation Police Sergeant
Start Date: Immediate

Posting Date: March 30, 2026

Closing Date: April 13, 2026, at 4:30 p.m.

SUMMARY:

Oneida Nation of the Thames First Nation Police Service is currently accepting applications for the position of **Administrative Clerk**. We are seeking a mature, motivated, and community-oriented individual to join our team.

Reporting to the Police Sergeant, the Administrative Clerk is responsible for providing administrative and operational support to the Police Service. Key responsibilities include:

- Greeting and assisting visitors in a professional and courteous manner
- Receiving and directing incoming calls
- Dispatching officers as required
- Managing and processing court-related documentation
- Conducting criminal record checks and vulnerable sector screenings
- Transcribing audio and video statements
- Participating in community events and initiatives that support community policing
- Performing other duties as assigned by the Sergeant

Additional responsibilities may include maintaining confidential records and files; data entry and records management within police databases; preparing correspondence and reports; scheduling appointments and coordinating meetings; handling sensitive and confidential information in compliance with privacy legislation; assisting with evidence/property documentation; processing incident and occurrence reports; and providing general front-line administrative support to officers and staff.

QUALIFICATIONS:

1. Must be a Canadian citizen or permanent resident of Canada.
2. Must possess an Ontario Secondary School Diploma (OSSD) or equivalent (GED).
3. Must be willing to undergo a comprehensive background investigation.
4. Must hold a valid Ontario driver's licence in good standing.
5. Must possess a current CPR and First Aid certification.
6. Demonstrated strong written, analytical, organizational, and verbal communication skills.
7. Must demonstrate good character and sound judgment.
8. Must be able to provide a current Vulnerable Sector Check.
9. Must be willing to enter into a six-month probationary contract.

DESIRED ASSETS:

1. Demonstrated knowledge and understanding of Oneida culture and traditions.
2. Completion of a post-secondary program in Office Administration or a related field.

MANDATORY DOCUMENTATION WITH APPLICATION:

1. A cover letter and resume.
2. A list of three (3) supervisory references, including names and contact information.
3. Copies of official secondary and post-secondary transcripts (costs to be borne by the applicant).
4. Copies of current CPR/First Aid and any other relevant certifications.
5. A copy of a valid Ontario driver's licence.

Interested applicants must submit mandatory documentation to:

Email: hr.recruitment@oneida.on.ca

OR

Mail or In Person:

Oneida Human Resources Department
2212-A Elm Avenue
Southwold, Ontario
N0L 2G0

Please clearly indicate “Administrative Clerk” in your application.

- Late applications will not be accepted.
- All applications will be screened according to the above qualifications, including a full and complete application as requested.
- Only those selected for interviews will be contacted.
- A registered member of a First Nation as per Section 16(1) of the Human Rights Act is preferred.
- Oneida Nation Police Service is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require accommodations, please contact Human Resources by email at hr.recruitment@oneida.on.ca.