



Here are two examples of civilian positions within the Thunder Bay Police Service:

POSITION TITLE – Central Records Clerk



POSITION SUMMARY – Responsible for receiving, processing, maintaining and sorting Central Records information for retrieval, according to C.P.I.C. (Canadian Police Information Centre) and Thunder Bay Police policies and procedures.

QUALIFICATIONS- Secondary school diploma or equivalent combination of education and experience. Minimum typing speed of 50 w.p.m. A working knowledge of computers and proficient with Microsoft Windows. Written and verbal communications skills and an excellent knowledge of English grammar, structure and spelling are required. Excellent customer service skills is essential. Knowledge of Word and Excel and experience with Dictaphone is an asset. Must attend local and out-of-town applicable training courses. This position involves shift work.

POSITION TITLE – Communications Operator



POSITION SUMMARY – Performs radio dispatch and C.P.I.C. (Canadian Police Information Centre) dispatch duties. Operates various equipment to receive, assess, and relay information from the public to emergency services' field personnel in a clear, courteous, accurate, and expedient manner.

QUALIFICATIONS – A secondary school diploma or equivalent combination of education and experience. Minimum typing speed of 35 w.p.m. and computer literate. Oral and written communications skills including effective listening and the ability to comprehend, retain, record, and relay information clearly, accurately, and efficiently. This position involves shift work. Must wear ear or headset. Must pass hearing test and psychological test/interview upon offer of employment and maintain satisfactory level while employed.

* All jobs within the Thunder Bay Police Service require an Oath of Secrecy and a Background Security Clearance.