



## GANANOQUE POLICE SERVICE

[www.gananoquepoliceservice.com](http://www.gananoquepoliceservice.com)

340 Herbert Street, Gananoque, ON K7G 1R1  
Phone: 613-382-4422 Fax: 613-382-7167 [www.gananoquepoliceservice.com](http://www.gananoquepoliceservice.com)

### **Employment Opportunity Criminal Records Check Clerk**

This position is a part time position. 8 hour shifts with a minimum of 2 shifts per week. Shifts may vary. Candidates will be required to undergo a security clearance.

Completion of high school or equivalent. Proof of completion may be requested.  
Must be able to work flexible hours. Ability to work on short notice.  
Must have excellent typing skills. Accuracy is a must.  
Must be able to work independently with minimal supervision  
Pay Rate - \$20.55/hour

To apply, send resume to the attention of Human Resources [rrobson@gananoquepolice.com](mailto:rrobson@gananoquepolice.com)

**Deadline: November 30<sup>th</sup>, 2021**

We appreciate the interest of all applicants; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected, and will be only used for the purpose of the candidate selection.

**NO PHONE CALLS PLEASE**

The Gananoque Police Service will provide accommodation for individuals with accessibility needs