GANANOQUE POLICE SERVICE

IS ACCEPTING APPLICATIONS FOR THE POSITION OF

Part-Time Backcheck Clerk

The Gananoque Police Service is currently seeking applications for a Part-Time Backcheck Clerk. This position offers a rewarding career with the Gananoque Police while enjoying the benefits of the 1,000 Islands.

Backcheck Clerks are responsible for completing third-party criminal reference checks using several different computer interfaces and software.

Selected Candidates will be interviewed, subjected to a background check, typing test and must be successful with in-house training.

The salary for the posted position is $22.45 per hour

Cover Letter, Resume and supporting documentation to be forwarded to:

Rhonda Robeson
Administrative Assistant
Gananoque Police Service
340 Herbert Street, Gananoque, Ontario K7G 1R1
or
rrobeson@gananoquepolice.com

On or before
Friday November 13, 2026 @ 2:00PM

Backcheck Clerk – Part-Time

The Gananoque Police Service recruitment process reflects and demonstrates a commitment to our core values of Respect, Integrity, Professionalism, Partnership, Leadership and Excellence. We are committed to ensuring an equitable process with the goal of achieving a representative workforce of the diverse community we serve.

Gananoque Police Service is proud to serve the it's community of 5,200 residents. We have a dedicated workforce of sworn officers and civilian staff. Our members are guided by the mission and values of the Gananoque Police Service. We are committed to achieving our vision of being among the most progressive, efficient and effective community-oriented police services by developing, supporting and engaging our members.

Position Overview

In Ontario, the Police Record Checks Reform Act, 2015 (PRCRA) sets the standards that govern how police record checks are conducted and what is included in the check, for screening purposes such as employment or volunteering. The Act authorizes three different types of police record checks:

- Criminal Record Check (CRC)
- Criminal Record and Judicial Matters Check (CRJMC)
- Vulnerable Sector Check (VSC)

Backcheck Clerks are responsible for the query and confirmation of third-party criminal reference checks. Clerks report to a supervisor and are trained relating to the use of the applicable computer interfaces and software that are directed under the Standard Operating Procedures Manual for Police Partner Agencies.

The posting is for a Part-Time Backcheck Clerk with an anticipated workload of 16 – 40 hours per week. Candidates must be prepared to work a flexible schedule including the potential for night shifts and weekends.

Responsibilities

- Monitor incoming queue and complete checks in a timely manner.
- Adhere to the Standard Operating Procedures Manual for Police Partner Agencies.
- Confirm completed checks in a timely manner.

Qualifications

- A minimum of Grade 12 or equivalent
- Be minimum of 18 years old
- Canadian citizen or a permanent resident of Canada
- Successfully complete in-service training for this position
- Medically able to perform the essential duties of this position
- Must pass an investigative background check
- Be proficient with typing and show advanced computer skills

Employment Equity

The Gananoque Police Service hire on the basis of merit and are committed to reflecting the diversity of the Town of Gananoque and Canada. We are committed to non-discriminatory, barrier-free and accessible employment practices in compliance with human rights legislation and the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through any stage of the recruitment process, please indicate this in your cover letter or contact Rhonda Robeson at 613-382-4422, ext. 2224.

Although we appreciate all applications, only those selected to participate in the selection process will be contacted.