

Inmate Records Clerk

Organization: Ministry of the Solicitor General

Division: Kenora Jail

City: Kenora

Language of Position(s): English

Job Term: 1 Permanent

Job Code: C08OAD - Office Administration 08 (COR)

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

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

Understanding the job ad - definitions

Posting Status: Open

Job ID: 223904



[Apply Online](#)

Do you enjoy lots of variety in your work? Are you a conscientious and well-organized individual seeking the opportunity to provide essential administrative support to the justice system? If so, consider this great opportunity where you can broaden your knowledge by providing support to managing offender records.

OPS Commitment to Diversity, Inclusion, Accessibility, and Anti-Racism:

We are committed to build a workforce that reflects the communities we serve and to promote a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

Visit the [OPS Anti-Racism Policy](#) and the [OPS Diversity and Inclusion Blueprint](#) pages to learn more about the OPS commitment to advance racial equity, accessibility, diversity, and inclusion in the public service.

We offer employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's [Human Rights Code](#). Refer to the "How to apply" section if you require a disability-related accommodation.

What can I expect to do in this role?

You will:

- Receive, check and verify the accuracy of all admittance documents to ensure that offenders are legally admitted, detained and/or discharged
- Maintain up-to-date manual and electronic offender files and records and ensure documents are completed upon notification of transfer or discharge of offender
- Calculate and cross-check fines and sentences
- Contact offenders, police, court officials, family members and legal counsel to explain sentence calculations
- Maintain offender trust accounts and process offender orders, receipts and payments
- Resolve discrepancies regarding fines and inmates personal funds
- Prepare a variety of reports and forms related to offender records
- Provide information and statistical data to the courts and police as well as regional, head office and institutional managers

How do I qualify?

Specialized Knowledge and Skills:

- You have demonstrated knowledge of manual and electronic records management systems and procedures
- You have knowledge of office practices and procedures as well as records keeping experience and working knowledge of manual and electronic filing and information systems
- You have the ability to interpret and apply legislation, regulations and statutes

Organizational and Analytical Skills:

- You have analytical, reasoning and problem solving skills to verify accuracy of information and correct discrepancies
- You have demonstrated organizational skills to carry out clerical duties related to the admission/discharge of offenders and to assist with the maintenance of inmate filing and information systems

Communication Skills:

- You have effective communication and interpersonal skills to interact with inmates, staff, justice officials and the public, in a tactful and diplomatic manner

Other Essential Skills

- You are proficient with word processing, spreadsheet, and database software applications in order to type letters, input and retrieve information.
- You have demonstrated organizational skills to prioritize work and meet deadlines.
- You have accurate mathematical skills to calculate and reconcile offender sentences and fines
- You are able to demonstrate computer proficiency with working knowledge of word processing, spreadsheet and database software applications

Additional Information:**Address:**

- 1 English Permanent, 1430 River Dr, Kenora, North Region, Criminal Record and Judicial Matters Check, Credit History Check, Local Police Databases Search, PIP/NICHE/RMS

Compensation Group: Ontario Public Service Employees Union

Understanding the job ad - definitions

Schedule: 3-7

Category: Administrative and Support Services

Posted on: Friday, December 6, 2024

Note:

- In accordance with the Ontario Public Service (OPS), Employment Screening Checks Policy (ESCP), the top candidate(s) may be required to undergo a security screening check. Refer to the above to determine the screening checks that are required for this position.

Required security screening checks along with your written consent, will be sent to the Transition and Security Office (TSO), Corporate Talent Programs Branch, Talent and Leadership Division to evaluate the results. If applicable, the TSO, with your written consent, will request and obtain any additional employment screening checks that were not obtained directly by you.

A record under the Criminal Code and/or other federal offence record(s) does not automatically mean you will be ineligible for the position. The employment screening check(s) will only be reviewed and evaluated by the TSO for the purpose of making a security clearance decision. The details of an individual's employment screening check(s) will be considered in specific relation to the duties and responsibilities of the position being filled. Employment screening check records will be maintained by the TSO and kept strictly confidential.

- T-CL-223904/24

How to apply:

1. You must **apply online**.
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.

Please be advised that the results of this competition may be used to form an eligibility list of qualified candidates to potentially fill future vacancies represented by the Ontario Public Service Employees Union (OPSEU). In accordance with the Collective Agreement, eligibility lists are shared with OPSEU representatives. By applying to this competition, you are providing consent that your name may be shared with OPSEU representatives.

All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from being offered a position with the Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment.

Remember: The deadline to apply is **Friday, December 20, 2024 11:59 pm EST**. Late applications will not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

All Ontario Public Service external job advertisements are posted in English and French. To confirm the language requirements of a job, check the "language of position" information at the top of each job ad. For all positions, candidates will be assessed in English, the business language of the Ontario Public Service. For English/French designated bilingual positions, candidates will also be assessed through French-language proficiency testing.

Toutes les offres d'emploi externes de la fonction publique de l'Ontario sont affichées en anglais et en français. Pour connaître les exigences linguistiques, vérifiez les renseignements sur la « langue du poste » figurant dans le haut de chaque offre d'emploi. Pour tous les postes, l'évaluation des candidates et candidats se fera en anglais, la langue usuelle de la fonction publique de l'Ontario. En ce qui concerne les postes désignés bilingues, la maîtrise du français des candidates et candidats sera également évaluée.

The Ontario Public Service is an inclusive employer.

Accommodation is available under the [Ontario's Human Rights Code](#).

Note: The only website where you can apply on-line for positions with the Ontario Public Service is <http://www.gojobs.gov.on.ca>

 [Apply Online](#)