



Saugeen Shores Police Service

Chief Kevin Zettel
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Saugeen Shores, Ontario
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Support Services Member

Saugeen Shores is a growing community located on the Lake Huron coastline in Bruce County and covers 170 square kilometers. Saugeen Shores is the amalgamated municipalities of Port Elgin, Saugeen Township and Southampton.

The Saugeen Shores Police Service is actively recruiting for the position of Support Services Member – Fulltime. All new hires shall be placed on a probation for a period of 2,080 hours.

Preference will be given to candidates who have demonstrated continuous learning beyond high school and a commitment to working with the community. The candidate selection process will reflect the dedication of the Saugeen Shores Police Service to the principles of Equal Opportunity.

Posting: Internal and external applicants

Summary of Duties: The incumbent is responsible to provide support services by responding to general inquiries at the front counter and general / specialized office duties.

Key Responsibilities:

The duties for this position may involve but are not limited to:

- Reception services
- Data entry to the Records management System
- Handling of mail and arranging for courier services
- Submission of Provincial Offence Notices
- Administration of the Parking ticket process, including taking payment, entering tickets on Niche RMS, tracking status of tickets and sending to court and preparing monthly reports and annual stats
- Processing of fingerprint files
- Respond to internal inquiries and requests for information, take messages and direct calls
- CPIC entries / removals / verification
- Commission of Oaths
- Processing Part 1 and Part III Provincial Offence Notices

- File, sort, scan, and organize electronic and physical files.
- Word process, photocopy and disseminate memos, letters and reports
- Track, process, and prepare timesheets and track member hours

Mandatory Job Requirements:

- Minimum high school diploma
- Computer skills – knowledge and experience with Microsoft Office

Preference will be given to candidates with the following Qualifications:

- Successful completion of post-secondary education in business, office administration or a related field.
- Minimum of 6 months of progressive office administration and clerical experience.
- Police related experience
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- Strong working knowledge of Microsoft Office Applications
- CPIC experience
- Problem solving abilities in order to prioritize a multitude of tasks from various members, partnering agencies, and members of the public.
- Communication and interpersonal skills to interact with members, other police services and outside agencies, and members of the public to take messages, refer to the appropriate party or explain and exchange information and answer inquiries.
- Organizational and planning skills and ability to complete a multitude of tasks simultaneously.
- Customer service skills and ability to deal with calls of a sensitive nature.
- Quick response and judgement skills.

Compensation will be paid in accordance with the Civilian Collective Agreement wage rates for a **Support Services** position. Starting level dependent upon experience. All payments by the Employer under this employment contract are subject to appropriate statutory deductions.

This position is subject to the provisions of *Article 29* of the Civilian Collective Agreement 2024-2027 and shall be included in, and form part of the provisions of this contract.

Applicants will be evaluated on the following criteria:

1. Detailed covering letter and Resume
2. Interview
3. Work Experience

Interested applicants are encouraged to submit your application in person, by mail, or by email to the Saugeen Shores Police Service:

Attention Kevin Zettel – Chief of Police
Saugeen Shores Police Service
1240 MacKenzie Road; P.O Box 1269
Port Elgin ON
N0H2C0
32@sspspolice.com

The Saugeen Shores Police Service welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspect of the hiring process