



Internal JOB POSTING



Posting Date:	October 23, 2026
Closing Date:	November 5, 2026
Requisition ID:	2047
Title:	Representative, Police Record Check
Branch:	Support
Service:	Information Services
Bureau:	Information Management
Salary:	\$97,211 – \$103,237 (Band 5)
Status:	Regular, Full-Time
Openings:	Two (2) temporary opportunities for up to twelve (12) months
Vacancy Type:	This job has been posted to fill a current vacancy
Location:	Headquarters

Position Purpose

The purpose of the position is to process Police Record Checks for the public, provide fingerprinting services as required by the RCMP, intake Proof of Loss, Motor Vehicle Accident Reports and Freedom of Information Requests.

Major Duties & Responsibilities

- Conduct Criminal Record Checks, Criminal Record and Judicial Matters Checks, Vulnerable Sector Checks, Change of Name Act Checks, Non-Parent Custody Checks, Broad Record Checks and local background checks for members of the public.
- Review applications and supporting documentation and ensure payment is provided.
- Draft result letters regarding any negative contact, criminal convictions, prohibitions, probations and outstanding charges and warrants.
- Ensure that young offender information is only released as per the Youth Criminal Justice Act.
- Attend to customers at the front desk and answer phone inquiries regarding the police record check process.
- Pre-screen all applicants to determine whether they will be required to provide fingerprints before completion of the Vulnerable Sector Check.
- Send CPIC requests to other police services to verify local files as required. File all positive responses electronically on the CPIC message board.
- Provide fingerprinting services to vulnerable sector applicants when requested by the RCMP, as well as complete fingerprinting for all applicants with an FPS hit.
- Fingerprint members of the public for immigration, citizenship, record suspensions, US waivers and for employment purposes, utilizing the correct form for each request.
- Confirm all outstanding warrants with the appropriate police service and all driving suspensions and unpaid fines with suspension control. Notify Ministry offices via CPIC when suspensions have been served, providing details of the suspension and suspending officers.
- Make necessary arrangements to have an officer attend and detain the party or advise the client of the outstanding warrant and the steps needed to get the matter resolved.

This position description is intended to describe the general level and nature of the position, and is not intended to represent an exhaustive list of all tasks assigned in the performance of this position.

Education, Licensing & Certifications

Successful completion of a two (2) year college diploma, preferably in a law related field or the equivalent training and experience.

Experience

Minimum of two (2) years' experience working in a similar customer service environment.

Skills

- Previous experience in a police environment is an asset.
- Knowledge of and experience with CPIC/CNI, PSP, Versadex, Speedtrack Historical Database, ICON, Laserfiche and scanning, SharePoint, IntelliScreen and a Point of Sale system, as well as Microsoft Office Suite applications.
- Thorough knowledge of the Ontario Court Disposition process for dispositions, Judicial Orders and other relevant documentation.
- Extensive knowledge of the National Parole Board rules, regulations and procedures, documents and information of release.
- Proficiency in Real Time Identification (RTID), fingerprinting and fingerprint rolling techniques.
- Problem solving abilities and making decisions quickly. Solutions are generally covered by established practices or procedures.
- Communication and interpersonal skills to interact with internal YRP members, members of other police services, as well as customers and accused parties who may be frustrated, distressed, irate or difficult. Superior customer service skills and tact are required to deal with difficult situations.
- Strong oral communications skills in a second language is an asset.

Additional Comments

Current schedule consists of Monday, Tuesday, Thursday and Friday 8:00 am to 4:00 pm and Wednesday between 10:00 am to 6:00 pm. Note: schedule is subject to change based on operational needs of the unit.

How To Apply

Members must submit their application directly to the posting on the Careers section through the SuccessFactors Dashboard by the closing date in order to be considered for this opportunity as an internal applicant.

Please include a personal email address on your resume to ensure you receive all notifications regarding the recruitment process.

Questions regarding this position should be directed to Kristine Ockwell #5791, Supervisor – Civilian Recruiting Unit.

York Regional Police has implemented a Hybrid Remote Work option that is offered to various positions in the organization. Further detail can be discussed during the recruitment process.

Please note this is an internal job posting, no external applications will be considered at this time. In accordance with Article 35 of the Civilian Working Agreement, all resumes must be received by the closing date. Resumes received after this date will be considered external candidates.

York Regional Police is committed to fairness and equity in our recruitment and selection process, and in building and retaining a talented and diverse workforce representative of the community we serve. All York Regional Police employment policies and procedures are intended to be non-discriminatory and barrier-free, in accordance with the Accessibility for Ontarians with Disabilities Act, 2005.

Accommodations for applicants with disabilities are available upon request during recruitment processes and throughout employment. Should you require an accommodation during the recruitment and selection process, including accessible formats and communication supports, please contact talent@yrp.ca.

VISION-INSPIRED

MISSION-FOCUSED

VALUES-DRIVEN