

Posting Date:	November 9, 2026
Closing Date:	November 22, 2026
Requisition ID:	2076
Title:	Administrative Assistant, Support Services
Branch:	Support
Service:	Support Services
Bureau:	Support Services
Salary:	$81,948, – $87,969 (Band 3)
Status:	Regular, Full-Time
Openings:	1
Vacancy Type:	This job has been posted to fill a current vacancy
Location:	Headquarters

Position Purpose

The purpose of the position is to provide administrative and clerical support, including research and database management services to the incumbent assigned area, and acts as a credible information source for various bureaus and personnel within Support Services.

Major Duties & Responsibilities

Receive and disseminate letter file requests and follow up to ensure that files are completed and closed.
File, sort, scan and organize electronic and physical files.
Word process, photocopy and disseminate memos, letters and reports.
Sort and disseminate incoming mail and record responses.
Maintain office supplies and equipment by taking inventory, ordering and receiving supplies and organizing and maintaining supply room; maintain service and supplies for office equipment (faxes, printers, etc.)
Schedule meetings, meeting rooms and travel arrangements for unit members.
Respond to internal inquiries and requests for information, take messages and direct calls.
Gather and research information requested by Supervisor.
Take minutes at meetings as required.
Maintain correspondence, information and confidential personnel files against retention schedule.
Compile and maintain unit statistics. Prepare statistical reports as required.
Update and track unit logs.
Track notebooks and input into inventory system.
Conduct queries on systems.
Submit internal applications and forms on behalf of unit members.
Track and process monthly credit card expenses for all major credit cards issued to Unit members.

Education, Licensing & Certifications

Successful completion of a two (2) year post-secondary education in business, office administration or a related field or equivalent training and experience.

Experience

Minimum of 6 months of progressive office administration and clerical experience.

Skills

Knowledge of Versadex, CPIC, CNI, PARIS,and Speedtrack, and a working knowledge of Microsoft Office applications.
Problem solving abilities in order to prioritize a multitude of tasks from various members of the unit and deal with incoming inquiries from YRP members, other agencies, and members of the public.
Communication and interpersonal skills to interact with YRP members, other police services and outside affiliate agencies, and members of the public in order to take messages, refer to the appropriate party or explain and exchange information and answer straightforward inquiries regarding ongoing investigations.
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.

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.

Please note this is an internal job posting, no external applications will be considered at this time.

Please note that internal members currently in the permanent assignment of Administrative Assistant will be given priority consideration, prior to all temporary members and external applicants.

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.

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