POSITION TITLE: Full-Time Technical Services Assistant

Employment Type (FT,PT,Contract): Full-Time
Rate of Pay: $61,112.00 (minimum) to $81,483.00 (maximum)
Job Location: Brantford Police Service Headquarters, 344 Elgin Street, Brantford, Ontario
Hours of Work: (40) hours per week, day shift
Start Date: Unknown
Application Deadline: 12:00 midnight, Friday, January 17, 2020

COMPANY NAME: Brantford Police Service
Street Address: 344 Elgin Street, Brantford, Ontario
Phone: 519-756-0113
Fax: 519-756-4272
Email: musher@police.brantford.on.ca
Website: www.brantfordpolice.ca

General Description of Duties:
Our Service is currently accepting resumes for a Full-Time Technical Services Assistant. We are offering the opportunity for a fulfilling career utilizing your technical knowledge and expertise along with your excellent written and verbal communications skills to:- provide technical support to end users and IT members; install, upgrade and trouble shoot computer equipment; maintain and update technical and user documentation as directed; provide support and maintain and update technical and user documentation as directed; provide support and maintain computer systems and networks, including Computer Aided Dispatch, Records Management System, Mobile Work Stations and E-Mail; monitor the operation and use of systems and networks; ensure system security; assist in the maintenance, control and monitoring of radio, telephone and internet systems.

Skills and Experience Required:
Your diploma or certificate in Computer Science, i.e. A+ Certificate, previous experience in an IT environment and strong working knowledge of Microsoft operating systems, Server 2008 and 2012, 2016/2019, Microsoft Sharepoint, Exchange, WSUS and SQL, Active Directory and TCP/IP configuration and VMware virtualization will assist you in being a successful candidate.

How to Apply:
Interested applicants are invited to visit the Civilian Careers Section o four website at www.brantfordpolice.ca to obtain the Brantford Police Service Application Form. Resumes must be attached to the completed Brantford Police Service Application Form and submitted prior to 12:00 midnight, Monday, December 30th, 2019 to: Mrs. Marva Usher, Recruiting Coordinator, Brantford Police Service, Box 1116, Brantford, Ontario (N3T 5T3) - musher@police.brantford.on.ca - fax - (519) 756-4272.

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