



# TREATY THREE POLICE SERVICE

## Employment Opportunity

# Information Technology Systems Support – East Detachment

Treaty Three Police Services is looking to hire Full-Time Permanent, IT Systems Support for our East Detachment in Waabigonii Zaaga'igan First Nation. The Information Technology Systems Support is responsible for supporting all I.T. systems and services within Treaty Three Police Service (T3PS). This includes providing support for all T3PS operational and support personnel while working with an I.T. Service Provider to assist in projects and helpdesk tasks.

### Essential Duties/Responsibilities:

- Strong interpersonal skills, with a focus on listening, asking appropriate questions to determine and document client requirements.
- Provide technical expertise and support to client users by diagnosing and troubleshooting hardware, software, and network problems in relation to overall system performance, investigating problem areas.
- Manage and troubleshoot computer equipment, Local Area Network/Wireless Area Network (LAN/WAN).
- Thoroughly document, track, monitor incidents and problems.
- Support Digital Evidence Management in the preservation, handling, redaction, and disclosure of records and digital evidence
- Must be willing to attend and participate in all required training programs as instructed;
- Maintain confidentiality;
- Scheduled rotation to include days, evenings and weekends;
- Other duties as assigned

### Qualifications:

- Ability to manage multiple assignments simultaneously and have strong organizational skills.
- Must be a Canadian citizen or permanent resident
- Accuracy and attention to detail are crucial.
- Must possess excellent customer service and communications skills.
- Ability and interest in continuous learning and development of technical skills.
- Must possess cultural sensitivity and familiarity with the Treaty Three area.
- Must possess a valid Class G Driver's License.
- Clear Criminal Record Check
- Experience and/or understanding of Microsoft Active Directory, Group Policy, Microsoft Office Products, Server and virtual server technologies, Data and voice network technologies, related hardware, I.T. Security strategies or related technologies would be an asset.

**Entry Level Rate \$30.88/hr, with potential for progression to \$35.04/hr.**

Interested applicants must submit a cover letter, detailed resume, and a Treaty Three Police Service Consent to Disclose Form by **Thursday, July 18, 2024 @ 4:00pm.**

**Please e-mail your complete package to [hring@t3ps.ca](mailto:hring@t3ps.ca) using "JP013-2023" in your subject line to indicate the position that you are applying for. Please visit our website at [www.t3ps.ca/careers](http://www.t3ps.ca/careers) to obtain a Consent to Disclose Form.**

The Treaty Three Police Service appreciates the interest of all applicants; however, only those who receive an interview will be contacted.

***As an Indigenous employer we encourage First Nations, Inuit and Metis applicants to apply.***