



**MAJOR CASE MANAGEMENT (MCM)
ADMINISTRATOR
INTERNAL/EXTERNAL POSTING
THUNDER BAY, ON
POSTED: DECEMBER 18, 2025
CLOSING: January 12, 2026
SALARY: \$65,449.04 - \$72,062.78**

GENERAL: The Nishnawbe Aski Police Service requires ONE (1) civilian to fill the full-time positions of Major Case Management Administrator. The position is based out of our General Headquarters located in Thunder Bay, ON.

Summary:

Reporting to the Major Case Management Coordinator, the MCM Administrator is responsible for receiving, reviewing, and the processing of non-threshold occurrences to meet policy (including both MCM and ViCLAS) and investigative requirements.

The MCM Administrator plays a crucial role in criminal investigations and court disclosure, administering and monitoring of records within MCM software.

Preferred Qualifications:

- Post-secondary education in related field along with 1-3 years' work experience in a related field.
- Knowledge of relevant sections of NAPS policies, protocols, procedures and practices, relevant case law regarding timely entry of evidence, basic procedures related to specific sections of Federal and Provincial Statutes.
- Knowledge of relevant sections of legislation, including but not limited to, Police Services Act (PSA) or Community Safety and Policing Act (CSPA), Ontario MCM, Rules of Civil Procedure, Police Orders, and any and all other Acts or policies relating to the disclosure of confidential information.
- Knowledge of relevant computer software applications to accurately retrieve a high volume of confidential police occurrence information, i.e. NAPS RMS system, PowerCase).
- Knowledge of records management practices for both hard copy and computerized records to ensure organized, up-to-date records that allow for retrieval of information to meet management needs.
- Knowledge of composition, spelling and grammar to accurately prepare emails, presentations, manuals and any and all other required documentation.
- Knowledge of computerized/software for example, Adobe, Microsoft Word, Excel, Outlook, and police terminology, to type a number and variety of documents. Knowledge of computerized software and police terminology;
- High attention to detail, and problem-solving skills;
- Superior interpersonal and communication skills;
- Ability to pass a NAPS security background check and criminal record check.

Key Responsibilities:

- Receives various types of electronic, digital, video and hard copy evidence and completes the appropriate logs for proof of evidence continuity. Maintain a daily court ready personal notebook.
- Prepares evidentiary documents for the scanning process. Operates advanced high speed/desktop document management scanning equipment and computer programs to convert all forms of seized evidence into the appropriate digital CD, DVD or external hard drive format disclosure.
- Prepares and fields electronic images for digital court disclosure and/or archiving by using specialized

computer programs for processing and indexing. Electronically links external files and various media into the core investigative database/file. Electronically redact sensitive personal information from disclosure. Vetting electronic images and files at the direction of the investigator.

- Controls, collects and manages information for non-threshold and threshold occurrences within MCM Software.
- Receives, reviews and submits ViCLAS reports as required in accordance with outlined unit policies and procedures
- Liaises with crime unit officers, frontline officers and other detachment personnel via email or telephone to receive direction and/or clarify and obtain missing information.
- Monitors and tracks benchmark occurrences, under the direction of the MCM Coordinator
- Monitor and aid in the use of software utilized for Major Case Management (MCM) and electronic court brief compilation and presentation. Troubleshoots technical problems with MCM software and electronic court briefs as well as investigative files. Maintains proficiency in current software, applications and techniques including file encryption.
- Testifies in court with regards to the electronic evidence management process including continuity, handling of evidence, database/file creation, database/file access, database/file manipulation and training issues surrounding the software used.
- Occasionally travels to off-site work locations to assist with investigations as approved by the Unit Commander. Is comfortable and capable delivering the same level of support (as would be provided in-person) utilizing available desktop conferencing software and other virtual training methods.
- Performs other duties, as assigned.

Interested applicants may submit a hiring package which includes the following:

- Cover letter detailing interest in noted position;
- A resume detailing your work history, education history, certificates you may possess, any volunteer work and three (3) supervisory references.

Closing date for applications is January 12, 2026 at 4:00 p.m. Please indicate 'GHQ-46-25' in the subject line of your message. All completed packages MUST be sent to:

INTERNAL APPLICANTS: iresume@naps.ca

EXTERNAL APPLICANTS: eresume@naps.ca

Please visit the careers page of www.naps.ca for a complete job description.

Nishnawbe Aski Police Service is committed to the Accessibility for Ontarians with Disability Act. If you require accommodation for any stage of the hiring process, please contact iresume@naps.ca.

****We thank everyone for their interest in the position, however, only those chosen for an interview will be contacted****