



**CPIC OPERATOR/SOR COORDINATOR
INTERNAL/EXTERNAL POSTING
COCHRANE, ON
Posted: July 6, 2026
Closing: July 20, 2026
Salary: \$ 69,540.14 to \$76,493.13**

GENERAL: The Nishnawbe Aski Police Service requires one (1) CPIC Operator/SOR Coordinator for our Northeast Region based in Cochrane, ON. This is a full-time position and will work Monday to Friday, 35 hours per week.

PLEASE NOTE: The Northeast Regional Office will be relocating to Timmins, ON within the next two years. This position will only work out of Cochrane until this transition occurs.

Summary:

The successful applicant will receive, enter, modify and transmit confidential information pertaining to property, vehicles and persons into Canadian Police Information Centre (CPIC) and other computerized information systems, ensuring quality of inputted data/information to provide information from databanks to authorized agencies and personnel.

Mandatory Requirements:

- The successful applicant must be available to attend a 1-week training course at Ontario Police College in Aylmer, ON.
- Ability to pass NAPS security clearance and background check.

Preferred Qualifications:

- Proficient in all Microsoft applications with the ability to learn new programs;
- Clear understanding and adherence to confidentiality;
- Demonstrated ability to prioritize tasks;
- Strong attention to detail;
- High level of written communication skills including grammar and spelling;
- Knowledge of the Freedom of Information and Protection of Privacy Act (FOIPPA) is considered an asset;
- Familiarity with RMS Niche and Enterpol is considered an asset;
- Knowledge of the Ontario Sex Offender Registry (SOR) is considered an asset.

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 **July 20, 2026 at 1600 EST**. Please indicate Job ID "NERO-34-26" on your application and the subject line of your email.

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****