RECORDS ADMINISTRATOR
INTERNAL/EXTERNAL POSTING
Thunder Bay, ON (GHQ), Cochrane, ON (NERO), Sioux Lookout (NWRO)
POSTED: OCTOBER 23, 2026
CLOSING: NOVEMBER 6, 2026
SALARY: $69,199.00 to $76,191.69

GENERAL: The Nishnawbe Aski Police Service requires up to six (6) civilians to fill the positions of Records Administrator. These positions are available at NAPS Regional Headquarters in Thunder Bay, Cochrane and Sioux Lookout.

These are 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. Positions will only work out of Cochrane until this transition occurs.

Summary:
Reporting to the Records Management Coordinator, the Records Administrator is responsible for the accurate review, processing, redaction, and management of Crown brief files, disclosure materials, and records within NAPS Records Management Systems.

The position supports criminal investigations, court disclosure, and records integrity by ensuring information is processed in accordance with applicable legislation, policies, procedures, and investigative requirements.

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 disclosure of evidence.
- Knowledge of Relevant sections of legislation, including but not limited to, Community Safety and Policing Act (CSPA), Freedom of Information and Protection of Privacy Act (FIPPA), Rules of Civil Procedure, Police Orders, 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, SCOPE, Axon
- Knowledge of records management practices;
- 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:
- Receive, review, and process Crown disclosure materials submitted by frontline, investigative, and operational units, ensuring disclosure packages meet established legislative, policy, privacy, and procedural requirements.
- Review disclosure materials and complete required redactions involving privileged, confidential, investigative, safety related, and personal information, including identifying matters requiring referral

to the appropriate authority.
- Conduct quality control reviews of disclosure packages and coordinate with members or units to obtain outstanding, incomplete, or corrected information required for disclosure.
- Maintain accurate and secure records of disclosure requests, processing, redactions, tasking, and related activities within NAPS records management systems, including NICHE RMS.
- Assist in the review, validation, and update Uniform Crime Reporting (UCR) information within NICHE RMS to ensure occurrence, offence, statistical, and unit information accurately reflects reported activity.
- Monitor records and data for accuracy, integrity, and compliance with established records management requirements, identifying significant or recurring issues and bringing them to the attention of the Records Management Coordinator.
- Provide guidance to frontline and investigative members and liaise with Court offices and other appropriate stakeholders regarding routine disclosure, records, and information management matters.
- Maintain current knowledge of applicable legislation, disclosure and privacy requirements, UCR standards, records management practices, and NAPS policies and procedures, and support related audits, quality assurance, process improvements, and other duties as assigned.
- 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 November 6, 2026 at 4:00 p.m. Please indicate 'GHQ-51-26' in the subject line of your message and the area you are interested in applying for.

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****