



JOB OPPORTUNITY: Administrative Assistant – Court Services

Bring your administrative experience to a role that supports public safety and the justice system.

The Kennebecasis Regional Police Force (KRPF) is seeking a **detail-oriented, highly organized Administrative Assistant – Court Services** to join our team.

This position plays an important role in the accurate, timely, and legally compliant movement of police documentation through the judicial process. Working closely with police officers, Crown Prosecutors, court staff, victims, and other justice partners, the Administrative Assistant – Court Services helps ensure court files, disclosure, records, and related documentation are properly prepared, maintained, and processed.

Serving the communities of Quispamsis and Rothesay, KRPF offers a supportive and professional work environment where teamwork, employee well-being, operational excellence, and community service are valued.

WHY JOIN KRPF?

Meaningful Work

Your work directly supports police operations, the judicial process, victims, and community safety.

A Team You Can Rely On

You will work alongside police officers, civilian professionals, Crown Prosecutors, court personnel, and justice partners as part of a collaborative team.

A Supportive Workplace

KRPF values employee well-being, teamwork, professionalism, and a respectful workplace where civilian employees play an important role in the delivery of police services.

REQUIRED CRITERIA

The successful candidate will bring a combination of administrative experience, sound judgment, strong organizational skills, and the ability to work accurately in a fast-paced and confidential environment. Applicants must have post-secondary education in an administrative field and/or relevant Administrative Assistant experience, along with a minimum of three years of administrative experience. Previous experience in a legal, policing, or justice environment is considered an asset.

The role requires the ability to review and prepare court files, disclosure packages, warrants, affidavits, notices, summonses, subpoenas, and other court-related documentation, including the laying of informations, while ensuring accuracy, completeness, and compliance with established processes. The successful candidate must be comfortable coordinating court actions, maintaining calendars and records, updating police information systems, attending court as required, and communicating professionally with police officers, Crown Prosecutors, court staff, victims, complainants, and other justice partners.

Candidates must demonstrate excellent written and verbal communication, strong attention to detail, effective time management, problem-solving ability, discretion, and the ability to manage sensitive information confidentially. Proficiency with Microsoft Word, Excel, and PowerPoint is required, along with the ability to learn and effectively use specialized systems and applications including E-Just, electronic disclosure systems, [Evidence.com](https://www.evidence.com),



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Adobe, CPKN Disclosure/Vetting, CPIC Field Operations, and JIS. The successful candidate must be able to work independently, contribute effectively as part of a team, complete required position-specific training, and obtain appointment as a Commissioner of Oaths.

Above all, the successful candidate must demonstrate professionalism, reliability, ethical accountability, flexibility, and conduct consistent with KRPF's values of **compassion, integrity, accountability, and professionalism**. A Criminal Record Check and Background/Security Clearance will be required.

SALARY

\$62,000 – \$68,000, commensurate with education, training, and experience.

DIVERSITY AND INCLUSION

KRPF promotes a work environment that is welcoming, supportive, and nurturing of cultural, ethnic, racial, class, gender, sexual orientation, language, and other human differences. We are looking for individuals who demonstrate behaviours consistent with the principles of equity, diversity, and inclusion.

Our aim is to ensure that all employees and job applicants are given equal opportunity and that every employee is respected, valued, and supported in giving their best.

Administrative Assistant Court Services.docx

TO APPLY

To be considered for this opportunity, please submit a complete application package to the Manager of Human Resources at krpfhr@nbpolic.ca by September 16, 2026, at 4:00 PM.

Please include:

- Cover letter
- Resume of no more than two pages, including current contact information, work history and experience, education, qualifications and specialized training, and references with contact information

A Criminal Record Check and Background/Security Clearance will be required.

For additional information, please contact Manager of Human Resources Laurie Young at [\(506\) 847-6300](tel:5068476300).