

Recruitment Department
Southern Support & Training HQ
Hamble Lane
Hamble
Hampshire
SO31 4TS



Police Support Staff
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Recruitment Profile

Criminal Justice Unit (CJU) Clerical Assistant

Role Profile:

The main role of a Clerical Assistant within the Criminal Justice Unit (CJU) is to provide administrative services in support of Police responsibilities. This will include preparing and presenting case files; inputting, retrieving, and presenting data using a computer; photocopying and presenting documents in an appropriate format and providing good customer service by processing incoming information and enquiries sensitively and professionally.

Entry Requirements:

For someone with an interest in office work, this is an extremely interesting area to work in and there are good prospects for career progression. As a Criminal Justice Unit Clerical Assistant, you will need to have at least GCSE level in Maths and English or equivalent, or previous working experience that shows that you have achieved a comparable level.

An RSA 2 qualification in typing or word processing, or equivalent work experience is also required and you may be asked to undertake a typing test.

Hours & Salary:

Hours of work are usually 37 hours, worked Monday to Friday. Part-time hours are also available. A flexible working hours scheme applies to administrative staff.

A Clerical Assistant within the Criminal Justice Unit can expect to earn approximately £12,000 - £15,000 depending on experience and qualifications.

Progression Routes:

A Clerical Assistant within the CJU can progress to be a CJU Supervisor and then to CJU Office Manager.

Recruitment:

Vacancies for Clerical Assistants within the Criminal Justice Unit posts are advertised on the Constabulary's website (www.hampshire.police.uk) or in the local press including the Daily Echo and Portsmouth Evening News, so you are encouraged to review these media on a regular basis.

