

Job Duties / Responsibilities	What I actually do	Competencies developed
Maintains the records filing system and/ or database used to preserve electronic and paper records of criminal justice activities. Assist in providing accurate and clear information to public and other departs	<p>Provided customer service to residents of the community who required the assistance of the police.</p> <p>Typed and edited documentation for the Buff Bay Constabulary Force.</p> <p>Wrote traffic tickets in the required books.</p> <p>Arranged warrants in their folders.</p>	<p>Oral/written communication</p> <p>Professionalism/ work ethics</p> <p>Information technology application</p>
Job Duties / Responsibilities	What I actually do	Competencies developed
Plan, prepare and deliver lesson plans and deliver instructional materials that facilitate active learning.	<p>Assisted with teaching social studies, mathematics, science, and language arts.</p> <p>Developed teaching strategies for the preparing students for the Primary Exit Profile examination.</p> <p>Created and performed simple scientific experiments for teaching aids.</p>	<p>Critical thinking/ problem solving</p> <p>Oral/written Communications</p> <p>Information technology application</p> <p>Teamwork/collaboration</p>

Vanessa Tucker