



INTERNAL/EXTERNAL POSTING RCMP DETACHMENT – CASUAL RCMP CLERK

the RCMP clerk position at the City of North Battleford is an out-of-scope position where the employees are hired by the city, but work in the RCMP detachment offering administrative support to the office manager. Their main duty is to be the first point of contact at the detachment either via the phone or for citizens who walk in. They are tasked to take in and interpret any information or reports that come in and distribute them to the appropriate channel.

Please note that casual postings do not guarantee hours.

Duties and Responsibilities include:

- Acts as Response Centre Clerks at the R.C.M.P. office and is the first contact with the public and must instill confidence and be calm and competent in all situations.
- Maintains records systems through computer data input and file maintenance by use and operation of CIIDS, PROS, PIRS, CPIC, e-mail and other EDP systems.
- Proficient in the knowledge of federal and provincial statutes and municipal bylaws to provide information, guidance and reference to the general public.
- Receives complaints, compiles proper documentation, conducts applicable action, and directs to appropriate person.
- Responsible to assist members of the detachment administratively as well as operationally.
- Must prioritize information quickly while handling several emergency situations simultaneously and be able to dispatch this information in such a manner as to maintain public and officer safety.
- Operates radio equipment, maintains information on radio communications and relays emergency information to members, which also includes calls received on the 9-1-1 Emergency System. Identify the number of peace officers'/support vehicles to be deployed to various types of occurrences (i.e. multi-vehicle highway accident, bank robbery in progress).
- Prepares, compiles and processes a variety of documents, correspondence and legal forms to meet operational and administrative needs as they arise.
- Perform other related duties as assigned.

Qualifications:

- Grade 12 and/or qualified training and experience as deemed by the City.
- Office Administration Certificate with a minimum of three years of clerical experience
- Completion of the RCMP Advanced Security Clearance in mandatory.
- Demonstrate a high degree of accuracy and confidentiality
- Demonstrate strong verbal and written communication skills
- Ability to type at 50 WPM
- Ability to maintain good relations with the public

Commencement: As soon as possible

Detailed resume or completed City employment application form, including references, to be submitted to: Department of Human Resources, City Hall, no later than 4:30 PM, December 31st, 2017 Fax: (306)445-0411, Email: hr@cityofnb.ca

The City wishes to thank all applicants, however, only those selected for an interview will be contacted.