

OUT OF SCOPE - EXTERNAL POSTING
RCMP DETACHMENT – CASUAL
RCMP002 - RCMP WATCH CLERK

The RCMP Watch 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. This position is based off shift work and requires working on evenings and weekends.

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 relay this information in such a manner as to maintain public and officer safety.
- 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 High School Diploma or GED equivalent
- 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

Wage: \$22.07/hr

Job Reference #: RCMP002

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, September 30th, 2020 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. Please note: Priority will be given to internal applicants. The City is an equal opportunity employer and values diversity in the workplace. If you require accommodation according to the Saskatchewan Human Rights Code, please let us know in order for us to ensure that you can participate fully and equally during the recruitment and selection process.