

OUT OF SCOPE – EXTERNAL/INTERNAL POSTING
RCMP DETACHMENT – FULL-TIME
RCMP003 - 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 under the direction and supervision of the Office Manager of the Battlefords RCMP. The incumbent provides support to Front-Line Members.

Duties and Responsibilities include:

- Works with databases and computer systems (Police Reporting and Occurrence System, Canadian Police Information Centre, Canadian Justice Information Management System).
- Performs complete file reviews when the investigation is concluded to ensure quality assurance, maintenance of file content and statistical reporting in accordance with RCMP guidelines.
- Provides general administrative duties including working with internal and external partner agencies to obtain and disseminate information according to applicable legislation and policies, and file management.
- Prepare, compile, and process a variety of legal documents, correspondence, transcriptions and legal forms to meet operational and administrative needs as they arise. This includes responsibility for initial disclosure preparation.
- Maintains the Detachment operational filing system.
- Other responsibilities / duties as assigned

Qualifications:

- Grade 12 High School Diploma or GED, plus Post-Secondary Office Administration Diploma or Office Administration Certificate at an accredited educational institution
- 1-2 Years of office administration experience
- Sound working knowledge of business English, spelling, punctuation and composition.
- Some working knowledge of the Criminal Code, SA Provincial Statutes, Municipal Bylaws and the criminal justice system.
- Ability to work extended shifts, including nights shifts, to meet job requirements.
- Ability to communicate with tact and discretion, often under job-related pressures, while dealing with members of the RCMP and support staff.
- Ability to multi-task under demanding conditions.
- Ability to demonstrate attention to detail and time management skills under demanding conditions.
- Proficient computer skills in word process programs (such as Word) with a minimum typing speed of 50 wpm and minimum data entry speed of 60 wpm; and in spreadsheet programs (such as Excel)
- Attainment and maintenance of RCMP Reliability / Security clearance is mandatory

Commencement: As soon as possible

Salary and Benefits: \$45,898 and eligibility for The City's Group Benefit plans

Job Reference #: RCMP003

Please send a detailed including references to: Department of Human Resources, City Hall, no later than 4:30 PM, December 20, 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.