



RCMP DETACHMENT CLERK
Casual
Internal/External Posting No. 2024-80

Department:	RCMP
Internal/External Posting Date:	October 18, 2024
Internal Closing Date:	October 31, 2024
External Posting Date:	November 1, 2024
External Closing Date:	November 17, 2024
Hourly Rate:	\$33.84 after probation
Hours of Work:	Casual, On-Call
Competition No.:	2024-80

Under the direction of the Human Resources Manager, RCMP Municipal Employee Supervisor, or designate, the RCMP Detachment Clerk performs routine and non-routine clerical tasks. Detachment Clerks manage operational and administrative duties through accurate data entry and exercising sound independent judgement.

Requirements:

- Completion of Grade 12 education and completion of an Applied Business Technology diploma, or equivalent related experience.
- Accurate keyboarding/typing skills at a speed of 50 WPM and proficiency in computer use including Microsoft Office Suite and Adobe Acrobat.
- Compliance with and approval of Security/Reliability Clearance and Criminal Record Search.
- Ability to maintain **complete** confidentiality.

What You'll Do:

- Answer incoming inquiries and redirect to appropriate staff while liaising with Crown Counsel, Court Registry, and external agencies to ensure smooth operations.
- Operate various office equipment and assist in the control and reordering of supplies, contributing to efficient office management.
- Create CAD calls and General Occurrence reports, and provide final quality assurance on data entered into RCMP computer systems.
- Maintain and manage departmental records, including permits and reports, while ensuring accuracy in CPIC entries and compliance with policies.

The ideal candidate possesses the capacity to perform all duties in a safe manner while fostering positive relationships with both the public and fellow staff. Please include copies of any relevant certification with your application.

Candidates should submit a résumé by emailing a word document or pdf to resumes@dawsoncreek.ca, **with the job posting name and number in the subject line, no later than 11:59 pm on the closing date referenced above.** The City thanks all applicants for their interest; however, only those selected for an interview will be contacted.

The City of Dawson Creek is committed to accommodating persons with disabilities whenever reasonably possible during the selection and employment process. You must be legally entitled to work for any employer in Canada to be eligible for this position. By applying for this position, you are giving permission for the City to contact your previous employers and references.