



RCMP DETACHMENT CLERK
Full-Time, Term
Internal/External Posting No. 2026-14

Department:	RCMP
Internal Posting Date:	February 20, 2026
Internal Closing Date:	March 05, 2026
External Posting Date:	March 06, 2026
External Closing Date:	March 22, 2026
2026 Hourly Rate:	\$38.43 after probation
Hours of Work:	35 hours per week
Competition No.:	2026-14

****Please note this is a term position, ending September 30, 2027****

Under the direction of the Deputy Corporate Officer, 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. To be eligible, applicants must have been residing in Canada for the past five years and hold a permanent resident status at minimum.

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.
- Physically able to transcribe over long periods of time.

What You'll Do:

- Answers incoming telephone calls, mail and public and private inquiries and redirects to appropriate staff member(s) or departments.
- 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.
- Receiving and reviewing Report to Crown Counsel (RTCC) packages in PRIME. Handling documents received via JUSTIN, mail, fax, or email.

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. Preference will be given to candidates who currently hold valid security clearance. 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.