

DETACHMENT SERVICES ASSISTANT

THORSBY RCMP DETACHMENT

VILLAGE OF WARBURG (Employer)

The Job

The Village of Warburg seeks an energetic, competent, and resilient administrator to work in the Thorsby RCMP detachment.

The Candidate

The successful candidate will be a fast learner and will possess:

- two years of post-secondary school OR an acceptable combination of education, training and/or experience relevant to the position,
- the ability to produce and process various correspondence, transcribe, and maintain office systems,
- the ability to effectively use various administrative and operational automated systems utilized by the RCMP,
- excellent communication skills, and
- a valid Class 5 driver's license
- ***Terms of Employment are contingent upon possession of Security Clearance to a level of Enhanced Reliability pursuant to the Federal Government. Please be aware, the Security Clearance could take several months to complete. Anticipated start date August/September depending on the Security Clearance process.***

Please see the Job Description below for a more detailed description.

How do you apply?

Send your resume and cover letter to renee.kshyk@rcmp-grc.gc.ca.

Tell us who you are, what you value, and why you think this position is a good fit for you in that cover letter.

We thank all applicants for their interest, however, only those selected for interviews will be contacted.

Detachment Services Assistant

The employer is the Village of Warburg. Salary is \$23/hour based on a 35 hour work week, Monday - Friday 9 am - 4:30 pm. Participation in the Local Authorities Pension Plan (LAPP) is mandatory after one year.

Position Duties

- Receive, assess, and respond to the front counter and telephone inquiries, complaints, and requests for information (eg. joint police/community initiatives, criminal records checks, legislations, etc.) and services (eg. motor vehicle collision reporting, fingerprinting services, etc.) from the general public
- Provide information, advice, and options to internal clients to assist in their understanding of and compliance with administrative operational policies, guidelines, processes, and procedures
- Receive and handle emergency communication from the general public, 911, and North Alberta Operational Communication Centre, record information on the details of the situation (location, circumstances, number of individuals, witnesses, weapons involved, and notify/dispatch appropriate responder(s))
- Research, input, modify, manipulate, track, analyze, extract, and delete data and information in a variety of automated systems used by RCMP (ie. CPIC, CJIM, PIRS, PROS, TEAM) and manual filing systems and extract statistical data when required
- Maintain radio contact with regular members to provide pertinent information from data banks, relevant background material, such as the potential for violence, suicidal tendencies, call back-up, and other assistance for members, and to support the well-being and safety of members and involved general public/victims
- Receive and record monies (eg. fines, fingerprints, copies of accident reports), prepare invoices, and handle petty cash as designated
- Purchase and maintain office supplies and equipment, arrange for repairs and maintenance of equipment and facilities, and maintain inventory of supplies and equipment as designated
- Provide a broad array of administrative support and services, such as: receiving, sorting, filing, and distributing mail: arrange courier services, assist in the storage and safekeeping of exhibits/evidence, when assigned; transcribe internal and external correspondence, and action ATIP requests
- Fulfill the Court Liaison Officer Duties as and when required
- Actively participate in Formal Workplace Inspections in areas of responsibility
- Review pertinent Hazard Identification, Assessment, and Control worksheets on an annual basis as required by the Municipal Health and Safety Program
- Follow all Safe Work Practices and Procedures
- Immediately report any unsafe conditions, potential work hazards, or incidents to Supervisor.
- Perform other duties as assigned by the Detachment Services Supervisor

Position Requirements

- Successful completion of two years of post-secondary school OR an acceptable combination of education, training, and/or experience relevant to the position
- Have the ability to produce and process various correspondence, transcribe, and maintain office systems. (Word processing, spreadsheet and Adobe applications and proper use of grammar, specialized vocabulary, and terminology).
- Able to produce positive results through interaction with others: open and considerate of the needs and views of internal and external partners. Work either independently or cooperatively with others
- Able to perform consistently in a competent manner and be punctual, organized, and focused
- Able to effectively use various administrative and operational automated systems utilized by the RCMP. Take the required training for the various computer systems and databases used by the RCMP
- Be pleasant, courteous and possess a helpful demeanor with the ability to remain composed under stressful situations or unpleasant encounters
- Able to make appropriate, logical, and practical decisions
- Ability to remain flexible and adapt to a variety of duties/responsibilities
- Must be capable of dealing with highly sensitive, graphic materials or issues and maintain extreme confidentiality
- Portray a professional image conducive to a Law Enforcement environment
- Exceptional communication skills both written and verbal

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