

# 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.***

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](mailto: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. This competition will remain open until a suitable candidate is found.***

## Detachment Services Assistant

The employer is the Village of Warburg. Salary is \$23/hour based on a 37.5 hour work week, Monday - Friday 8 am - 4:00 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
- Data entry in a variety of automated systems used by RCMP ( ie. CPIC, PIRS, PROS)
- Maintain radio contact with regular members to provide pertinent information from data banks, 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, transcribe internal and external correspondence, and action ATIP requests
- Actively participate in Formal Workplace Inspections in areas of responsibility
- Follow all Safe Work Practices and Procedures
- 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