



# SQUAMISH

HARDWIRED *for* ADVENTURE

*The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.*

## External Job Posting

<b>Position:</b>	<b>Detachment Clerk (2 positions)</b>
<b>Status:</b>	Casual/On-Call
<b>Work Area:</b>	Police Services
<b>Posting Date:</b>	April 26, 2024
<b>Closing Date:</b>	Until positions filled

## GENERAL SUMMARY

Under the general supervision of the Administrative Supervisor, RCMP and the direction of the Operations NCO, the Detachment Clerk is responsible for the participation and completion of duties within Administrative Support according to RCMP policies and procedures. This includes but is not limited to the keeping of prisoners, fleet maintenance, answering phones, understanding RCMP systems and general administration.

## KEY RESPONSIBILITIES

### Customer Service

- Contributes to the success of our team and creation of our community by fostering the District of Squamish corporate values in their work: thinking beyond today, working together, acting with courage and enthusiasm, doing the right thing, and striving to do better every day.
- Follows the District of Squamish's Customer Service Guidelines to ensure the Delivery of Outstanding Service.

### Detachment Clerk

- Assists with updating and maintaining operational records on various databases used by the RCMP, ensuring quality and adherence to relevant policies and procedures, taking direction from Team Leads, Members and Administrative Supervisor.
- Assists with coordination of police fleet maintenance and supplies; complete related audits and reporting as needed.
- Retrieves information from various computer systems and generates replies for outside agencies requiring police documentation.
- Acts as a custodial guard when operationally required, ensuring prisoner safety, maintaining log books and supplies, performing light cleaning and preparing food and laundry orders for cell area.
- Provides transcription support when operationally required.
- Attends training for assigned responsibilities and duties.
- Maintains a current understanding of RCMP policy and procedures.
- Creates and reviews correspondence, spreadsheets and data tables.
- Assists with front counter duties, including answering phones, assisting with public inquiries and creating files.
- Provides operational support to all administrative areas, as required.
- Other duties as required.

## REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Excellent interpersonal skills and possesses a high level of professionalism.
- Excellent command of verbal and written English.
- Strong communication and customer service skills.
- Strong analytical and problem-solving skills.
- Ability to work independently and in a team environment.
- Ability to work shifts with varying hours, including evening and overnight shifts.
- Ability to multi-task, organize and prioritize workloads.
- Ability to resource and research information.
- Ability to interpret, apply and follow complex legislation and policy, including oral and written instructions.
- Ability to maintain confidentiality.
- Understanding of Federal, Provincial and Municipal legislation as it applies to RCMP operations.
- Knowledge of RCMP and PRIME BC policies.



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- Possesses a minimum typing speed of 50 wpm and advanced computer skills including Microsoft Word, Adobe, Excel and police programs including, but not limited to PRIME, CPIC, LEIP and JUSTIN.
- Good physical condition including the ability to lift and move items of moderate weight and bulk.

## REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- Enhanced Level RCMP Security Clearance
  - Grade 12
  - Post-secondary education in Business Administration, Policing or Criminology considered an asset
  - OFA Level 1
  - Possession of a valid Class 5 BC Drivers' license
- AND**
- Three years' experience as an Administrative Assistant
- OR**
- Certificate of Business Administration or related field and a minimum of 2 years' experience in an administrative capacity
- OR**
- An equivalent combination of education, training and experience

### Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

This position requires a Vulnerable Sector Check and RCMP Enhanced Security Clearance.

**Hours of Work:** Casual / On-Call. Shifts vary and will include daytime and nighttime shifts, Monday to Sunday.

*There is the potential that this may lead to a permanent full-time position.*

**Salary:** \$33.48 per hour

This is a Union position within the Collective Agreement of CUPE Local 2269 and the District of Squamish.

### Direct Your Application (Quoting Competition #) To: #24-70

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3 E-mail: [jobs@squamish.ca](mailto:jobs@squamish.ca)

*As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence [jobs@squamish.ca](mailto:jobs@squamish.ca) and include Accessibility in the subject line. We thank all applicants for applying.*