



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

Position:	Watch Clerk
Status:	Regular Part-Time
Work Area:	Police Services
Posting Date:	February 13, 2025
Closing Date:	March 13, 2025

GENERAL SUMMARY

Under the general supervision of the Manager of Police Services, RCMP and the direction of the Operations NCO, the Watch Clerk is responsible for the participation and completion of duties as administrative support according to RCMP policies and procedures. This includes but is not limited to the keeping of prisoners and administrative support to the General Duty Watches, answering phones, understanding RCMP systems and subject to the Members' shift schedules.

KEY RESPONSIBILITIES

- Contributes to the success of our team and creation of our thriving community, by fostering the District of Squamish corporate values: Respect, Integrity, Connection and Progress.
- Understands and supports the RCMP core values of Act with Integrity, Show Respect, Demonstrate Compassion, Take Responsibility, and Serve with Excellence.
- Follows the District of Squamish's Customer Service Guidelines to ensure the Delivery of Outstanding Service.
- 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 Watch Commander, Members and Administrative Supervisor.
- Performs Administrative duties for a General Duty Watch.
- Retrieves information from various computer systems and generates replies for outside agencies requiring police documentation.
- Creates PRIME electronic records.
- Performs officer safety CPIC data entry such as Accused, Missing Person and Stolen Vehicles.
- Monitor CPIC Vmail queue, answers the telephone and responds to enquiries from other agencies or the public on behalf of the Watch Commander.
- Maintains shift schedules of Police Officers by entering leaves such as vacation, court commitments and training into relevant software programs.
- Assists with file preparation for court related documents as well as UTA dissemination.
- Prepares the shift summary report for the Watch Commander.
- Maintains access to locked equipment and signs in/out RCMP equipment.
- Acts as Custodial guard when operationally required, ensuring prisoner safety, maintaining log books and supplies, performing light cleaning and preparing food and laundry order for cell area.
- Other duties as required.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of RCMP and PRIME BC policies.
- Understanding of Federal, Provincial and Municipal legislation as it applies to RCMP operations.
- 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.
- 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.
- Ability to work independently and in a team environment.
- Ability to multi-task, organize and prioritize workloads.
- Ability to resource and research information.



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- Ability to interpret, apply and follow complex legislation and policy, including oral and written instructions.
- Ability to maintain confidentiality.
- Ability to work shifts with varying hours, including evening and overnight shifts.
- 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
 - Possession of a valid Class S BC Drivers' license
 - Post-secondary education in Business Administration, Policing or Criminology considered an asset
 - OFA Level 1
- 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.

Hours of Work: 20 hours per week minimum. Coverage (may vary) for current shift pattern consisting of four consecutive shifts of two 12-hour-days and two 11-hour-night shifts including evenings and weekends.

Salary: \$33.48 per hour

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

[Click here to apply](#). If you encounter any issues with the form, please submit your resume and qualifications by email to jobs@squamish.ca (**Quoting Competition #**) **To: #25-11** or submit your paper application to:

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3

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 AccessibilityHR@squamish.ca. We thank all applicants for applying.