



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:	Temporary Part-Time (anticipated end date April 30, 2025)
Work Area:	Police Services
Posting Date:	July 19, 2024
Closing Date:	August 9, 2024

GENERAL SUMMARY

Under the general supervision of the Administrative Supervisor, RCMP and the direction of the Operations NCO, the Watch 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 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 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.
- 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 such as guns, radios, CEW
- Tracks online member training.
- 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.



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- 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.
- 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 5 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: 20-39 hours per week, shift work, including evenings and weekends. Current shifts will be 12-hour-day shifts and/or 11-hour-night shifts.

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: #24-93

Human Resources
District of Squamish
37955 Second Avenue, P.O. Box 310
Squamish, B.C., V8B 0A3 E-mail: 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 and include "Accessibility" in the subject line. We thank all applicants for applying.