

Municipal RCMP Clerk

Permanent full time position working under the general supervision of the Detachment Commander or designate, the Municipal Clerk will assist the RCMP in the efficient administration of serving and meeting the public needs in regards to information, complaints, and emergency assistance. This person will perform clerical duties in support of customer service, victims and the administration staff within the RCMP Support/Bylaw Services Department.

Minimum Qualifications:

- Grade 12 diploma or equivalency
- Strong secretarial and clerical skills
- Strong problem solving, public relations, organizational and communication skills (verbal and written)
- Excellent computer knowledge and skills
- Experience maintaining filing systems
- Ability to work in a team environment
- Ability to use a high degree of discretion due to the confidentiality of the work environment
- Ability to acquire an RCMP enhanced security clearance is essential

Prior experience in a comparable position working for the RCMP would be an asset.

Hours of Work: The hours of work for this position are 37.5 hours per week, Monday to Friday.

Please submit cover letter and resume by email to krimbey@rcmp-grc.gc.ca.

CLOSING DATE IS MONDAY, MAY 06, 2024