

Municipal RCMP Clerk

Permanent part 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.

The starting rate is \$17.50/hr., depending on experience; approximately 25 hours per week, Monday to Friday.

Please submit resume in person to the Town Office or by email:

mark.groves@rcmp-grc.gc.ca

CLOSING DATE IS THURSDAY,

JANUARY 31, 2013.