

**Rural
Municipality of
*Municipalité
Rurale de***



TACHÉ

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Lorette, Manitoba R0A 0Y0

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RCMP Satellite Detachment Office Municipal Employee Clerk

The Rural Municipality of Taché is seeking a bilingual person for the position of Municipal Employee Clerk to work directly with the St. Pierre RCMP detachment in the municipal policing satellite office. This is a part time, 20 hours/week position which provides local administrative support to the St. Pierre RCMP Detachment for community policing services.

The ideal candidate will be a self-motivated, disciplined and community-minded individual who will be responsible for receiving citizen inquiries/complaints; for providing information as necessary in address concerns; for dispatching the necessary information to on duty officers in response to calls for service; for initiating and creating files, maintaining databases, conducting Criminal Record checks; for providing statistical analysis reports; for entering and retrieving information in a number of related databases; for transcription duties; and for the collection and processing of funds associated to certain duties, such as Criminal Record checks.

Applicants need to possess:

- Knowledge of general office practices/procedures;
- Experience in dealing with documents/materials/situations which are sensitive and confidential in nature;
- Extensive customer service skills with ability to prioritize activities;
- Radio communication and telephone skills or a demonstrated aptitude to learn the skills;
- Demonstrated ability to work in an unsupervised environment.
- Ability to achieve full security designation through a comprehensive security screening process as required for the position which includes but is not limited to criminal record checks and background confirmation.
- Computer skills including knowledge of MS Word and database management software with training in the required databases.

Interested applicants should submit a resume by 5:00 p.m., April 13, 2018.

Resume may be submitted by email to martha@rmtache.ca or by mail to Rural Municipality of Taché, Box 100, 28007 MUN 52N, Lorette, MB., R0A 0Y0, Attention: Martha Freeman – HR Officer

We thank all who apply and advise that only those selected for further consideration will be contacted.