



## FRONT COUNTER CLERK- RCMP

### Public Safety and Community Services Department POLICE – FRONT COUNTER

*The goal of the City of Burnaby and its employees is to consistently deliver first class service and services to our community. With this in mind, we hire people who share the same passion, those with the drive and determination to grow with and contribute to our already exceptional team. People like you!*

Community



Integrity



Respect



Innovation



Passion

***This competition will remain open until the position is filled. New applications are welcome!***

#### **Competition No: 2021-105**

This is clerical work of some variety and complexity involving the provision of information and assistance to a variety of contacts and the processing and issuance of a variety of permits and certificates. An employee in a position of this class operates CPIC and other related RCMP computer applications to retrieve and record information and performs a variety of related clerical tasks. Takes reports at the counter and completes applicable forms for complaints concerning willful damage, theft, hit and runs and other matters; inspects vehicles to assess whether damage is consistent with victim's report; forwards reports requiring further investigation to a supervisor; concludes reports not requiring further RCMP action. Collects required fees; prepares deposit slips and deposits money in bank; prepares and signs cheques to cover fees received and forwards to the appropriate provincial agency along with a monthly report. Prepares a variety of records and reports, creates and maintains related files; serves subpoenas and issues summons; composes routine correspondence and compiles statistics as required; takes reports at the counter and completes applicable forms for complaints. Working under minimal supervision, an incumbent exercises considerable independent judgment and action within defined limits, referring only specific enquiries or unusual problems to an RCMP member. Fingerprints and/or takes photographs of persons charged with indictable offences and/or persons requiring such for job applications, immigration purposes and other security reasons. Performs related work as required.

Qualifications include completion of Grade 12 including or supplemented by commercial courses and typing or word processing courses and RCMP computer operator's courses plus sound related experience, preferably in an RCMP detachment or an equivalent combination of training and experience. Considerable knowledge of the policies, procedures, rules and regulations applicable to the work performed. Sound knowledge of firearm identification; and of modern office methods and procedures, record keeping and of computer operation as it relates to the work. Working knowledge of the Criminal Code of Canada as it applies to the work performed. Ability to deal effectively with the public, internal staff and external agencies and to apply sound judgment in providing assistance and explaining specific rules, regulations and procedures; to process applications for various certificates and permits and to process requests for criminal record searches and take fingerprints; to prepare and maintain a variety of files, records, statistics and reports; and to type with speed and accuracy of 45 w.p.m. and to operate CPIC and other related RCMP computer applications.

**SALARY:** \$4,581 – 4,771 – 4,967 – 5,166 – 5,381/month (Pay Grade 15)

**STATUS:** Temporary Full Time to September 30, 2022

**SCHEDULE:** 80 hours bi-weekly; Monday to Friday 07:30 – 16:30

**SPECIAL NOTES:** Normal for CUPE 23 Inside Division Collective Agreement; subject to the Memorandum of Understanding dated November 25, 1994 and the Letter of Understanding dated November 10, 2016

*All external applicants are required to be fully vaccinated for COVID-19 as a condition of hire. External applicants who are not able to obtain a COVID-19 vaccine for a reason related to a personal characteristic protected by the BC Human Rights Code can request an accommodation at any time during the recruitment process. City of Burnaby employees can refer to our COVID-19 Vaccination Policy for City staff.*

*Copies of relevant professional certificates, degrees, or tickets will be required at the time of the interview.*

*Please contact Human Resources at **604-294-7303** if you do not receive a confirmation email within one hour of submitting your application online.*

*We thank all applicants for their interest; however, only those considered for an interview will be contacted.*

*Reference: 50006165*

**Apply online at [www.burnaby.ca/careers](http://www.burnaby.ca/careers)**

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Human Resources  
4949 Canada Way  
Burnaby BC V5G 1M2