



Career Opportunities

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Watch Clerk - RCMP - Penticton, BC

RCMP \$ \$31.55 - \$35.06 Hourly Full-time Permanent CUPE

Attractive benefits, vacation and pension package

The City of Penticton's **RCMP Detachment** is in search of a highly organized and energetic individual for the full-time permanent position of **Watch Clerk**. The mission of the Penticton RCMP is to serve and protect the community, and work in partnership with the community to deliver a responsive and progressive police service. The RCMP promote respect for rights and freedoms, the law and democratic traditions, and treat all people equally and with respect in accordance with the RCMP's core values.

Reporting to the Municipal Operations Manager, the **Watch Clerk** provides support to the operational members and records section of the Penticton Detachment.

Key Responsibilities:

- Reviews and scores RCMP operational files in accordance with CCJS, UCR classification and adherence to PRIME-BC policy.
- Reviews PRIME operational files to ensure compliance with federal, provincial and municipal legislation and RCMP policy and guidelines.
- Completes Quality Assurance and CCJS error reports as required.
- Enters/queries files in CPIC (Canadian Police Information Centre) as required.
- Reviews and maintains the Master Name Index within PRIME.
- Completes statement transcription.
- Performs other related work as required.

Required Qualifications:

- Ability to work competently in PRIME, CPIC and JUSTIN is required, as well as, Microsoft Word and email.
- Proficient with switchboard, complaint taking and telephone reporting in an RCMP environment.
- Ability to transcribe statements at a minimum speed of 55 w.p.m.
- Able to consistently produce precise work with superior attention to detail.
- Exceptional interpersonal and communication skills are required as the R.C.M.P. is a team based environment.
- Must be flexible and able to work a variety of hours. This position will involve working shifts on a rotating basis (2 day shifts, followed by 2 night shifts).
- Ability to obtain and maintain R.C.M.P. Enhanced Security Clearance is a condition of employment.

If you are seeking a challenging opportunity and possess the above mentioned qualifications, we would love to hear from you! We welcome your cover letter and resume by **May 8, 2022**.

Position type: Full-time Permanent (35 hours per week)
Wage: \$31.55 - \$35.06 per hour (Pay Grade 9, CUPE)
Benefits: Attractive benefits, vacation and pension package

Apply Now

* Fields Are Required

What is your full name?

test

test

How can we contact you?

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Cell



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