

# DISTRICT OF COLDSTREAM

# Administrative Support Clerk, RCMP GIS

**Full Time – Temporary Union Position** **Job Posting #22-10**

**Position Summary**

The District of Coldstream is searching for a candidate to fill a maternity leave for the Administrative Support Clerk, General Investigation Section (GIS), position at the Vernon/North Okanagan RCMP Detachment. The term of employment for this temporary position is up to 8 months, subject to the return of the incumbent.

Under the supervision of the NCO in charge of GIS and the Administration Support and Training Coordinator, or designate, this position is responsible for a variety of administrative and clerical support functions related to the GIS operations of the RCMP Detachment. Duties include assisting investigators in maintaining operational police files; preparing investigative material for court purposes; staff training and scheduling; participating in the development of policies and procedures; records management; and inventory.

**Qualifications**

Applicants must possess a high school diploma or equivalent and have two years of recent clerical experience, with at least one year in a police environment. They will have a sound knowledge of the RCMP's financial rules and policies, a strong computer and technological background, and effective communication and teamwork skills.

The successful applicant will provide the District with a driving record and criminal record check and must possess, or be able to pass, an RCMP clearance check.

**Additional Information**

This is a union position, and relevant provisions of the CUPE Collective Agreement pertain. The normal workday shall consist of a scheduled period of seven (7) hours of work between the hours of 7:00 am and 8:00 pm. The normal work week shall consist of five (5) such consecutive days in a seven (7) day week. The hourly wage is $33.45.

*We thank all candidates for their interest; however, only those selected for interviews will be contacted*

**About the Community**

Coldstream is a vibrant, family-friendly community in the beautiful North Okanagan. It is nestled in the Coldstream Valley, an area known for its agricultural activities, breathtaking views and endless outdoor and recreation amenities. The location allows for a quality lifestyle that is second to none - with quick and easy access to all necessary amenities. With a stable population of over 11,300, it's the second largest municipality within the North Okanagan Regional District.

**Posting Date**

June 14, 2022

**Application Deadline**

June 30, 2022 at 4:00 pm

**Application Information**

To view the full **job description** and to track the status of this posting visit www.coldstream.ca/content/employment

Apply, in confidence, by providing a cover letter and resume referencing the above noted job posting number to hr@coldstream.ca (in PDF format)

Or drop off or mail a cover letter and resume to:
Humans Resources Department
District of Coldstream
9901 Kalamalka Road
Coldstream, BC V1B 1L6