



# Career Opportunities

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## Detachment Services Clerk - RCMP - Penticton, BC

RCMP    \$ 28.08-31.20 per hour    Hourly    Full-time Permanent    CUPE

*Competitive wages, benefit and pension package. Opportunities for career development and professional advancement, including financial support for professional development. A diverse, inclusive and supportive workplace. Wellness incentives, Earned Time Off Program, flexible work environments, and Federal & BC Statutory holidays.*

Penticton is a vibrant, innovative, healthy waterfront city focused on sustainability, community, and economic opportunity. At the City of Penticton, our goal is to serve our residents, businesses, and visitors through good governance, partnership and the delivery of effective and community-focused services

The City of Penticton is looking to fill the position of **Detachment Services Clerk** in our RCMP Detachment. 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 RCMP Operations Manager, the primary role of the **Detachment Services Clerk** is to transcribe statements, complete CPIC Purge and Validations Reports, warrant reviews in accordance with Disclosure MOU with the BC Prosecution Service, and Front counter and switchboard assistance.

### Key Responsibilities:

- Transcribes statements in accordance with Disclosure MOU with BC Prosecution Service.
- Responsible to complete CPIC Purge and Validation reports.
- Completes warrant reviews in accordance to BC Prosecution Service policies, managing warrant review workflow within PRIME.
- Responsible for maintaining Records hard copy and paper file management.
- Supports Front Counter staff as and when required.

### Required Knowledge, Abilities, and Skills:

- Proficient in dictation typing for statement transcription.
- Possess accurate keyboarding at a minimum 55 wpm.
- Effectively establish and maintain respectful working relationships with all staff, other agencies, and the general public.
- Excellent comprehension of Microsoft Word, Windows file management and Adobe.
- Ability to operate a switchboard and effectively deal with public who may be under duress.
- Ability to remain calm under duress and to deal courteously, diplomatically and effectively with the public, staff and persons who may be irrational or emotionally upset.

### Required Education, Training & Experience:

- Completion of secondary education supplemented by administrative and/or RCMP operational courses, and a minimum of 5 years' RCMP operational experience. A combination of education and experience may be considered as recognized by the City of Penticton.
- Possess CPIC Terminal Operator's Training.
- Proficiency and training in RCMP computer databases, including but not limited to PRIME, CPIC, and JUSTIN.
- Have and maintain RCMP Enhanced Security Clearance.

At the City of Penticton, we recognize that great talent and great ideas come from a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Penticton even better.

That's why we welcome all applicants to consider joining our team. We encourage Indigenous persons, people of colour, all genders and expressions, 2SLGBT2QIA+, persons living with disabilities, and others who reflect our ever-changing workplace to apply.

So, if your experience is close to what we're looking for, we would love a chance to talk about working with you. We welcome your cover letter and resume by **December 11, 2022.**

**Position type:** Full-time Permanent (35 hours per week)  
**Wage:** \$28.08 - \$31.20 per hour (Pay Grade 7, CUPE)  
**Benefits:** Attractive benefits, vacation and pension package

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