

Executive Assistant - RCMP (Exempt)

Job Requisition	JR-2024-20 Executive Assistant - RCMP (Exempt) (Open)
Job Family	Exempt
Start Date	2024-01-12
End Date	2024-02-10
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Detachment-Building/Executive-Assistant---RCMP--Part-Time-_JR-2024-20
Description	Closing Date: Feb 10, 2024 Internal: January 19, 2024 at 11:59pm

Salary Range:
\$64,160.83 - \$75,483.33

Job Description

NOTE: Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.

Hours: Minimum 17.5 hours per week

Note: To obtain RCMP Enhanced Security clearance, candidates must have resided in Canada for a minimum of 5 years.

Reporting to the General Manager, Municipal Support Services – RCMP and under the direction of the Officer in Charge, this position acts as confidential assistant to the Officer in Charge, Operations Officer, Operational Support Non-Commissioned Officer (NCO), Professional Standards (Internal Affairs) Investigator, and Administrative Support & Training Coordinator.

Duties Include:

- Prepares and maintains confidential files including personnel records for Vernon/North Okanagan RCMP employees.
- Provides a full range of administrative support services including typing, drafting correspondence, filing, photocopying, and distribution of information, often of a highly confidential nature.
- Maintains personnel information within the Delegation of Financial Signing Authorities (DFSA) Portal, TEAM Portal, Human Resource Management Information System (HRMIS) and Organizational Structure Management (OSM).
- Tracks and maintains movement of RCMP members within the RCMP HRMIS and OSM systems, performing tasks to effect internal and external transfers, acting assignments, medical status, and pay center modifications.
- Tracks and maintains quarterly Funded to Establishment (FTE) reports and liaises with "E" Division RCMP Financial Advisors for accuracy for RCMP invoicing to Municipalities.
- Administrative processing of all Public Complaint/Code of Conduct/Statutory allegations against RCMP members and internal complaint investigations and/or criminal code investigations against RCMP employees.
- Schedules meetings and events and maintains calendars for the Officer in Charge, Operations Officer and Operational Support NCO.
- Takes minutes for various meetings (ie) Section Heads, Senior Management Meetings, Operational Policy, and other meetings as required.
- Tracks and maintains RCMP member training attendance and diary date records.
- Provides information, assistance and direction to a variety of internal and external contacts,

- including members of the general public, often of a sensitive or confidential nature.
- Maintains responsibility for Vernon RCMP building keys, safe combinations and physical access to locked safe and file cabinets containing personnel records, complaint files and highly confidential material.
- Maintains Administrative file system including diary date systems for reports, performance evaluations and internal complaints.
- Transcribes recorded and written material, composes routine letters and memos, and reports.
- Edits outgoing correspondence to ensure a professional appearance and content of material.
- Answers telephone and relays messages.
- Performs other related duties as assigned.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education And Experience:

- Completion Office Administration certificate or a recognized secretarial certificate
- Minimum 3 years' experience working in a clerical and/or administrative support role
- A combination of related education and experience may be considered

Required Knowledge, Skills And Abilities:

- Thorough knowledge of the organization, operation, and policies of the RCMP
- Knowledge of general office practices and procedures
- Ability to type 55 wpm
- Ability to use RCMP computer software such as but not limited to: PRIME (Police Records Information Management Environment), DFSA, OSM, HRMIS, TEAM and GroupWise
- Proficient in the use of Word and Excel
- Ability to communicate effectively with discretion, diplomacy, and confidentiality
- Demonstrated organizational skills
- Ability to work effectively with minimal supervision
- Ability to transcribe material (including notes) with satisfactory speed and accuracy
- Ability to exercise courtesy, tact, diplomacy, and some persuasion in the exchange of non-routine information with RCMP employees and members of the general public
- Ability to exercise mature judgement regarding confidential & sensitive information
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts of a confidential or sensitive nature
- Ability to prioritize and multi-task in a fast-paced environment, working to deadlines
- Ability to obtain and maintain an acceptable Police Information Check
- Ability to obtain and maintain RCMP Enhanced Security Status

Preferred Education And Experience:

- Experience in RCMP administration.

To Apply:

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using one of the following methods:

- Online at www.vernon.ca/ by selecting "apply" and creating a candidate profile.

- By Fax: (250) 550-3551

Internal Applicants:

- Internal applicants are asked to apply using their worker profile.
- By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.

Worker Sub-Type	Permanent
Location	Detachment Building
Time Type	Part time
Locations	
Supervisory Organization	Municipal Support Services - RCMP