

## **Detachment Clerk**

Permanent, Full-time, 37.5 hours/week

**Shiftwork is required for this position**

\$55,828.50 - \$69,790.50 per annum

### **Come work with us!**

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect and Leadership guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you.

### **What is the opportunity?**

We are currently recruiting a permanent, full-time **Detachment Clerk** for our RCMP Administration Team.

The Detachment Clerk plays a key role at the RCMP detachment by providing administrative and operational support for police and other employees. Working as part of a team, you will be responsible for the administrative support of the detachment. The Detachment Clerk will work in a stressful environment and will have the ability to effectively deal with a variety of police situations. This position is the first point of contact for a diverse clientele and is also responsible for maintaining operational records systems as well as methods and procedures related to input, retrieval security and verification of all information within RCMP and other law enforcement agencies.

### **What will you do?**

- Front counter services of greeting public, receiving complaints, vehicle collision details, processing criminal records checks, and court-related documenting
- Community Peace Officer Program administration support with telephone reception, taking complaints, data entry, dispatch for CPO files
- Information manager to review all investigational databases and ensure policy compliance
- Operates police radio and provides direct support to officers involved in priority matters requiring police interventions
- CPIC coordinator for messaging and data entry, maintain task queue, complete charged person and offender records and perform validation of all files
- Perform court liaison duties such as attend court, prepare, review court disclosure, forward to prosecutors' office and liaise with contract partners

### **What do you need to succeed?**

- You are an ideal candidate if you have the following:
- A High School Diploma, and completion of a related diploma training program at a college or technical school
- Minimum of three years' relevant administrative experience
- Experience in an automated law enforcement environment, including PAT-collision, PROS, NPIRS, CPIC, ROADS, JOI, APIS and REPORT Exec is an asset
- Knowledge of the RCMP and judicial court and legal systems is highly desirable
- Experience transcribing statements from audio recording or digital media is required

- Knowledge and experience in providing financial support services such as the collection and recording of monies received, handling petty cash funds, verifying supplier, involvement and preparing invoices is required
- Attention to detail and discretion in handling confidential and sensitive information
- Excellent interpersonal and communication skills, both written and verbal, to enable team work and promote positive internal/external customer service
- Strong Risk management and time management skills.
- The successful candidate will be required to work shifts to support detachment operations

#### **MyRewards@COL**

- Competitive salary
- LAPP pension
- Comprehensive health, dental and wellness benefits, including a generous healthcare spending account
- Professional development opportunities
- Starting at 3 weeks' vacation per year
- Free parking
- Annual City of Leduc recreation pass, including access to free drop-in programs

Successful candidate must be willing to obtain and maintain an RCMP Enhanced Reliability Security clearance

If this sounds like you, we want to hear from you! To apply, please visit our website at: [www.leduc.ca/careers](http://www.leduc.ca/careers)

Competition closes at **11:59 pm (MT) on April 9, 2024**. This competition may be used to fill future vacancies at the same or lower classification level. Due to the high volume of resumes received, we are not able to respond to individual phone calls. We thank all applicants for their interest, however, only those selected for interviews will be contacted.