

Employment Opportunity

Protective Services Clerk

Casual

The Town of Morinville is a growing community on the doorstep of Metro Edmonton. Developed on a foundation of rich heritage and culture spanning 100+ years, it offers an excellent quality of life with convenient access to all nearby big city amenities while retaining the characteristics of a vibrant and flourishing centre for the surrounding rural community.

The Town is currently seeking a dynamic, experienced, and service-oriented individual to join our Protective Services Team. Primary accountabilities of the Protective Services Clerk role include ensuring that optimal service standards are maintained by providing a positive experience when interacting with external and internal clients of the RCMP.

Commitment to service excellence will be demonstrated through the delivery of a variety of front-line services and administrative duties in a professional, courteous, and attentive manner. Duties will include front desk reception, accurate and timely data entry, record keeping, copying, filing, and a variety of other office activities. Successful candidates must be able to deal with both highly sensitive and often disturbing material and information. Working in a police environment, candidates must be able to calmly deal with stressful situations with strong abilities to adapt quickly to changing work requirements. This position is based out of the Morinville RCMP detachment and has an end date of on or before June 30, 2025, based on operational requirements.

Requirements:

- Post-Secondary education in Office Administration or a related field. A combination of education and experience will be considered.
- Candidates must have at least two years of experience providing administrative support, with a preference for those with demonstrated prior experience in a policing or enforcement services setting.
- Candidates will have a high level of professionalism, and exceptional verbal and written communication skills. Bilingual in French and English is considered an asset.
- Proven computer proficiency with ability to learn computer operating systems (policing systems such as PROS, CPIC; Microsoft Office Suite will be viewed as an asset).
- Strong attention to detail and accuracy along with a high level of initiative.
- The successful candidate must be able to obtain and maintain all required police/ security requirements.
- The successful candidate will be required to provide a RCMP Enhanced Security Clearance prior to the commencement of employment.

Compensation/Hours of Work: Wage Range of \$30.30 to \$36.18 per hour. Hours are casual as needed; schedule determined by the detachment and may include days, nights, weekends.

Application Deadline: Wednesday, May 15, 2024, by 12pm (noon)

Submit resume and cover letter quoting "Comp # 202419-PSC" to:

Human Resources, Town of Morinville
10125 100 Avenue, Morinville, AB T8R 1L6
Email: hr@morinville.ca | Fax: 780-939-5633 |
Web: www.morinville.ca

We thank all applicants for their interest; however, only those under consideration will be contacted.

The Town of Morinville values and supports diversity and inclusion in the workplace and encourages all qualified individuals to apply. Accessibility accommodations are available on request for candidates taking part in all aspects of the selection process.