



Detachment Clerk Supervisor

Permanent Full-time – 37.5 hours per week

\$74,763.00 - \$93,463.50 /annum (salary currently under review)

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 Supervisor** for our Enforcement Services department.

Reporting into the Manager, RCMP Administration & Enforcement Services, this position provides supervision, direction, guidance, and encouragement to all other administrative assistants at the Leduc RCMP Detachment and helps resolve conflicts that impede the delivery of quality support service to RCMP operations. This position will function as the Manager, RCMP Administration when the Manager is absent and will carry out operation and administrative support to clients, officers, and coworkers according to RCMP policies and Unit supplements as well as applicable City of Leduc policies and procedures.

What will you do?

- Lead/supervises subordinated and casual employees working on site.
- Co-ordinates schedule and assigns work and monitor's progress.
- Establishes work and learning plans for subordinates and completes annual performance evaluations on detachment clerks.
- Oversees monies collected at the detachment and ensure monies are forwarded to the City of Leduc or Receiver General for deposit.
- Maintains current knowledge of departmental policy related to administrative, financial, ATIP (Access to Information and Privacy) and FOIP (Freedom of Information and Protection of Privacy).
- Ensures adherence to screening of persons requesting access to the facility including ensuring staff have the required security clearances.
- Provides statistical and narrative reports and documents as required.

What do you need to succeed?

- High School Diploma and completion of a diploma training program at a college or technical school in a related subject.
- Minimum 3 years of related experience in an office setting as a supervisor is required.
- Experience in a law enforcement environment working with appropriate databases including PROS, CPC, MOVES, JOIN, REPORT EXEC, considered an asset.

- Excellent independent organizational and time-management skills with the ability to multi-task and prioritize workload efficiently.

MyRewards@COL

- Competitive salary
- LAPP pension
- Comprehensive health, dental and wellness benefits, including a generous healthcare spending account
- Flexible work arrangement including participation in an attractive Earned Day Off program (every 2nd week)
- Starting at 3 weeks' vacation per year
- Safe office location in a park-like setting
- Free parking
- Annual City of Leduc recreation pass, including access to free drop-in programs

Must be able to obtain and maintain a RCMP Enhanced Level Security Clearance, having a current clearance would be an asset.

If this sounds like you, please apply through our website at www.leduc.ca/careers

Competition closes at 11:59 pm (MT) on June 12, 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 selected.