



# Employment Bulletin (Internal/External)



North Battleford is located in west-central Saskatchewan. More than 15,000 people, who enjoy a cost of living that is one of the lowest in the country, rely on the daily services provided by the city's 250 full and part-time employees. Its relative size allows for a flexible municipal government that gets rid of the red tape for a fast, friendly business development. We are currently inviting applications for a:

## RCMP Watch Clerk (40 Hours per week) Full-Time

The City of North Battleford has a Watch Clerk position available at the Battlefords RCMP Detachment. This position is under supervision of the RCMP Support Services Manager. The Watch Clerk is responsible for providing administrative support services to the Watch Commander(s) and members of the watch staff. This position uses a variety of law enforcement computer systems to provide information and process files to assist RCMP Officers in day-to-day activities and in emergency situations. The Watch Clerk operates in a highly confidential environment, performing specialized administrative support duties requiring accurate data entry. Use of numerous operational and administrative programs and/or databases. Data quality assurance and maintenance of file content and statistical reporting in accordance with RCMP guidelines. Preparing, compiling, and processing a variety of legal documents, correspondence, transcriptions and legal forms to meet operational and administrative needs as they arise. This role requires the ability to effectively communicate and maintain a tactful, service-oriented relationship with their team and the general public.

### Qualifications

- Post-Secondary Certificate or Diploma in Office Administration or related field OR an acceptable combination of education and experience
- 1-2 years of office administration experience preferred
- Must be able to obtain and maintain an RCMP Enhanced Reliability Security Clearance
- Sound working knowledge of business English, spelling, punctuation and composition.
- Knowledge of the Criminal Code, Provincial Statutes, Municipal Bylaws and the criminal justice system is an asset.
- Ability to work extended shifts to meet job requirements.
- Ability to communicate with tact and discretion, often under job-related pressures, while dealing with members of the RCMP, support staff, and general public.
- Ability to multi-task accompanied by good time management skills under demanding conditions.
- Proficient in Windows-based computer operating system and associated programs such as Word and Excel. Minimum typing speed of 50 wpm and minimum data entry speed of 60 wpm

Competition Number: RCMP2024 – Watch Clerk

Rate of Pay: Out of Scope Salary Grid \$49,293 to \$61,428 Wage Step progression applicable after 6 months of satisfactory performance.  
Comprehensive Group Benefits and Municipal Employee's Pension Plan

Hours of Work: Rotation Shifts  
Day Shift 0600-1800, Evening 1300-0200

- 4 on, 5 off (2 days, 2 evening), 5 on, 4 off (2 days, 3 evening)
- 5 on, 5 off (3 days, 2 evening)

Posting Closing date: Competition closes on May 28, 2024 @ 4:30

### Contact Information

Interested candidates are invited to apply by submitting a detailed resume quoting job reference number to email:

[hr@cityofnb.ca](mailto:hr@cityofnb.ca)

City of North Battleford  
1291 101<sup>st</sup> Street  
P.O. Box 460  
North Battleford, SK S9A 2Y6

Telephone: 306 445-1700  
Fax: 306 445-0411

We thank all applicants for their interest; however only those selected for interviews will be contacted.

The City is an equal opportunity employer and values diversity in the workplace. If you require accommodation according to the Saskatchewan Human Rights Code, please let us know in order for us to ensure that you can participate fully and equally during the recruitment and selection process.

Please note: Priority will be given to internal applicants

[www.cityofnb.ca](http://www.cityofnb.ca)

