



Career Opportunities

RCMP Municipal Relief Roster

📅 Posted 28-Oct-2024 (PST) | 📄 RCMP | 💰 \$ 33.18-36.86 per hour | 🕒 Hourly | 🏠 Relief | 🏢 CUPE

👉 Additional 15.5% in lieu of benefits, vacation and statutory holidays

Penticton is a vibrant, innovative, healthy waterfront city focused on sustainability, community, and economic opportunity. At the City of Penticton, our goal is to serve our residents, businesses, and visitors through good governance, partnership and the delivery of effective and community-focused services.

The City of Penticton's RCMP Detachment is in search of highly organized and energetic individuals to expand its **Municipal Relief Roster** within the RCMP Detachment. The mission of the Penticton RCMP is to serve and protect the community, and work in partnership with the community to deliver a responsive and progressive police service. The RCMP promotes respect for rights and freedoms, the law and democratic traditions, and treat all people equally and with respect in accordance with the RCMP's core values.

Reporting to the RCMP Municipal Operations Manager, **RCMP Municipal Relief Roster** provide administrative support to the public and RCMP membership. The RCMP Municipal Relief Roster also provide coverage for Watch Clerks, Front Counter and Records. If you are an administrative specialist who thrives on a challenge and a variety of work, this is the opportunity for you!

Key Responsibilities:

- Accurately transcribes statements taken from various individuals; transfers recorded statements onto CDs/DVDs to be typed; prepares other documents for court purposes.
- Provides reception services to the police units; directs and screens phone calls, responding to or referring enquiries and complaints; provides general information to the public regarding police policies and regulations.
- Creates, updates and maintains a variety of paper and computerized records and files; researches and compiles statistics; develops/maintains bring forward systems.
- Enters and communicates information from police databases to both field police members and other authorized police agencies. Ensures the accuracy and integrity of all documents and databases; adheres to police business rules to ensure consistency in data.
- Prepares and types documents, correspondence, reports, presentations, minutes, invoices, etc. using various databases and computer applications.
- Liaises with other police departments and external organizations in support of police operations.

Required Qualifications:

- Completion of Senior Secondary School education supplemented by relevant Office Administration courses.
- Up to one-year relevant experience.
- Excellent attention to detail.
- Computer Literacy.
- Typing 60 wpm.
- The ability to establish and maintain effective working relationships with members, fellow employees, other agencies and the general public.
- Have and maintain relevant level of R.C.M.P. Security Clearance.

At the City of Penticton, we recognize that great talent comes in a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Penticton even better.

That's why we welcome all applicants to consider joining our team. We encourage Indigenous persons, people of colour, all genders and expressions, 2SLGBTQIA+, persons living with disabilities, and others who reflect our ever changing workplace to apply.

So, if your experience is close to what we're looking for, we would love a chance to talk about working with you, We welcome your cover letter and resume by **November 17, 2024**.

Position type:	As and when required, no guaranteed hours.
Wage:	\$33.18 - \$36.86 per hour (Pay Grade 8, CUPE)
Benefits:	Additional 15.5% in lieu of benefits, vacation and statutory holidays
Competition #	24-112