



Detachment Clerk

Permanent Full-time - 37.5 hours/week

Evening and Weekend Availability is required

\$57,603.00 - \$72,013.50 per annum

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.

Come work with us!

We are currently recruiting for a Permanent Full-time **Detachment Clerk** for our Enforcement Services Department.

What is the Opportunity?

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. Detachment Clerks work in a stressful environment and must have the ability to effectively deal with a variety of police situations and ever-changing priorities. 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 the public, receiving complaints, vehicle collision details, processing criminal records checks, and civil fingerprinting
- Information manager to review all investigational databases and ensure policy compliance
- Communicate through the police radio and provide direct support to officers involved in priority matters requiring police intervention
- Administrative support for frontline officers creating hearing packages, preparing court disclosure and data entry
- Using CPIC for messaging and data entry, maintain task que, complete charged person and offender records and perform validation of all files
- Perform court liaison duties such as monitoring court procedures via JOIN, forwarding disclosure to prosecutors' office and liaise with contract partners
- Community Peace Officer Program administration support

What you are?

You are the successful candidate for this position 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 PROS, CPIC, JOIN and PAT collision, is an asset
- Knowledge of the RCMP, judicial court and/or legal systems is highly desirable
- Knowledge and experience in providing financial support services such as the collection and recording of monies received is required
- Attention to detail and discretion in handling confidential and sensitive information
- Excellent interpersonal and communication skills, both written and verbal, to enable teamwork and promote positive internal/external customer service
- The successful candidate may be required to work shifts, including overnights, to support detachment operations

What we Offer?

- 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
- Employee Family Assistance Program
- Annual City of Leduc recreation pass, including access to free drop-in programs
- Free parking

Important Notes!

The successful candidate must be able to obtain and maintain a RCMP Enhanced Level Security Clearance. Having a current clearance would be an asset.

Ready to Join Us?

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

Competition closes at 11:59 pm (MT) on October 1st, 2025. 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 cannot respond to individual phone calls. We thank all applicants for their interest; however, only those selected for interviews will be contacted.