



RCMP STETTLER DETACHMENT – FULL-TIME DETACHMENT CLERK

The Stettler RCMP Detachment requires a career minded individual to work at the Detachment office. The work environment is fast paced with a wide variety of duties. Under the Supervision of the Detachment Commander and Office Manager, the Detachment Clerk's duties include, but are not limited to:

- Providing service to internal or external clients/general public via phone, in person or in writing;
- Documenting inquiries or calls for service;
- Dispatching police officers utilizing the police radio system;
- Preparation of legal documents and reports;
- Querying, entering and modifying data from a variety of police computer systems;
- Updating Criminal Court matters in an administrative capacity;
- Conducting quality assurance reviews; and
- Interacting with members of the public who may display a broad array of emotions

This position may require shift work, overtime and overnight training away from Stettler. The position is conditional upon obtaining and maintaining an RCMP Security Clearance.

The ideal applicant will be a team player, willing to learn and possess a high level of interpersonal skills. They will be skilled in the use of computers, type in excess of 40 wpm and have a working knowledge of Microsoft Word, Microsoft Excel and other police data base programs.

For the Full Job Posting visit the Town of Stettler Website.

The successful applicant will be an employee of the Town of Stettler who offers a competitive salary, pension and benefit package.

Salary range: \$43,333 to \$59,584 per annum.

Send resume in confidence to:

Town of Stettler
Attention: Kim HYMERS
Box 280
Stettler, AB T0C 2L0

Or in PDF format to: khymers@stettler.net

Resumes will be accepted until a suitable candidate is selected. We thank all applicants for their interest; however only those selected for further consideration will be contacted.

Merit Criteria

Position Name: Municipal Employee
Position Location: Stettler, AB

Merit Criteria	
ESSENTIAL QUALIFICATIONS Language requirements: English essential Successful completion of two years of secondary school, or an acceptable combination of education, training and/or experience* <i>Proof of education and/or training will be required prior to appointment.</i> Experience in the provision of administrative support services including three of the following: data entry, preparing correspondence, ordering office supplies, filing or processing mail. Experience providing service to internal or external clients/general public via telephone, in person or in writing. Experience using a personal computer and word processing and spreadsheet software. Ability to communicate effectively orally. Ability to communicate effectively in writing. Ability to deal effectively with police situations. Ability to work in a stressful environment. Ability to prioritize work to meet deadlines. Ability to transmit information. Detail-oriented Dependability Organization Demonstrates integrity and respect. Thinking things through. Works effectively with others. Showing initiative and being action-oriented.	ASSET QUALIFICATIONS Experience working in a law enforcement and/or legal environment. Training and/or experience in providing financial support services such as the collection and recording of monies received, handling petty cash funds and verifying supplier invoices. Experience maintaining a law enforcement database such as: Canadian Police Information Centre (CPIC), Police Reporting and Occurrence System (PROS), Justice Online Information Network (JOIN) and Police Access Tool (PAT). Experience liaising with court representatives or officials, or preparing court disclosure packages. OPERATIONAL REQUIREMENTS Willingness and ability to work overtime, as required. Willing and able to work in a busy police environment, including exposure to unsettling and/or graphic material. Willingness and ability to travel for work and/or training purposes using various modes of transportation (including owned or leased government transport, commercial and light aircraft and up to and including remote locations). Willingness and ability to obtain and maintain a valid driver's license.

NOTE
Candidates must meet each essential qualification to be appointed to the position. A person may be appointed to the position even though he/she does not meet any or all of the asset qualifications. However, meeting these criteria is desirable and may be a deciding factor in choosing the person to be appointed.

CONDITION OF EMPLOYMENT
RCMP Reliability Status security clearance. Successful applicants will be required to obtain and maintain an RCMP Security Clearance throughout their employment.