



Employment Opportunity RCMP Detachment Office Clerical

The Town of Wainwright is currently accepting applications for a **full-time Office Clerical** position for the Wainwright RCMP Detachment. The RCMP Detachment Office Clerk will provide administrative and operational support to the detachment by responding to public inquiries, requests, complaints, and emergency situations. The ability to assess and respond to a variety of situations and dispatch appropriate responders while maintaining detailed records is essential. The ideal candidate should possess a variety of customer service and reception skills, as well as the ability to perform complex administrative tasks within automated law enforcement programs (CPIC, JOIN, PROS, LiveScan, AIM, TEAM, Holeman, and PAT Collision) including compiling statistics and developing reports. Knowledge of the Federal and Provincial judicial systems is valuable, as the Clerk will complete court duties. Financial duties include processing of monies received and handling of invoices. Administrative support duties include distribution of incoming mail, arranging of courier services as well as other administrative tasks.

Strong interpersonal communication skills combined with judgement, tact, discretion, time management and decision-making skills is required, with minimal supervision under stressful conditions. A diploma or certificate in Office Administration with two years relevant experience, preferably in a law enforcement setting, is ideal. Candidates must have the ability to obtain and maintain an RCMP Enhanced Reliability Security Clearance and a valid Drivers License as conditions of employment.

The work requires contact with members of the public such as victims, witnesses, complainants, accused and parolees, in order to respond to enquiries and requests for information, which may demand explanation and interpretation. Emergency situations may entail addressing agitated, distraught or confrontational individuals. There will be contact with business partners from the Alberta Court of Justice, Prosecution, Community Corrections, insurance adjusters and other law enforcement agencies.

This position is within the scope of C.U.P.E. Local 5606, and as such, the successful candidate will be required to adhere to the articles contained within the Collective Agreement. The Town of Wainwright offers competitive wages and an excellent benefit package.

Qualified applicants are invited to submit their resume and cover letter stating qualifications, experience and references marked as "RCMP Office Clerical" no later than **4:00 p.m. on Friday, February 9, 2024** to:

Karrie Gau, Chief Administrative Officer
Town of Wainwright
1018 – 2nd Avenue
Wainwright, AB T9W 1R1
Email: kgau@wainwright.ca

The Town of Wainwright thanks all applicants for their interest, however only those candidates selected for an interview will be contacted.