



RCMP Detachment Clerk

JOB DESCRIPTION

Reports to: RCMP Detachment Commander & Officer Manager

FULL TIME POSITION

Reviewed July 15, 2024

Summary: 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.

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

Salary range: \$45,292 to \$62,277 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.