



Employment Opportunity

ROYAL CANADIAN MOUNTED POLICE (RCMP) CLERK

The City of Fernie invites applications from qualified persons for the full-time position of RCMP Clerk. Reporting to the AS-02 in Sparwood, the RCMP Clerk is responsible for providing administrative and operational support services to police officers and other employees at the Fernie RCMP detachment, as well as providing front counter and telephone assistance to the general public.

Qualifications: The successful candidate must have a Grade 12 education or equivalent, general knowledge of business and office procedures, be proficient in Microsoft Word, have a minimum typing speed of 50 words per minute and hold a valid Class 5 Driver's License. Experience with CPIC, PIRS, BC PRIME, NCDB would be an asset. **The incumbent must be able to pass the Royal Canadian Mounted Police Reliability Security Screening Clearance and be willing to attend any necessary RCMP courses.**

Primary Duties:

- Receive, assess and respond to front counter and telephone inquiries, complaints, and requests for information and services from the general public.
- Provide information, advice and options to internal clients to assist in their understanding of and compliance with administrative and operational policies, guidelines, processes and procedures.
- Receive and handle emergency calls and OCC/911 calls, record information on the details of the complaint (location, circumstances, witnesses etc.) and notify/dispatch appropriate responders.
- Research, input, modify, track, analyze and extract data and information in a variety of automated Operational Records Management Systems.
- Maintain radio contact with officers and provide pertinent information to support the well-being and safety of officers, involved general public and victims.
- Purchase and maintain office supplies and equipment.
- Provide a broad array of administrative support, such as: filing, distributing mail, arranging courier services, transcribing correspondence, and assisting in the storage and safekeeping of evidence.

The rate of pay for this position is \$31.11 per hour, in accordance with the Collective Agreement with CUPE Local 2093. The City of Fernie offers competitive compensation and career advancement opportunities. **Qualified applicants should submit a resume and cover letter to:**

Suzanne Garand, Director of Corporate Administration Services, no later than 4:00 p.m. MST, on July 5, 2018 at:

City of Fernie
PO Box 190, 501 – 3rd Avenue, Fernie BC V0B 1M0
(E) suzanne.garand@fernie.ca

The City of Fernie strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, City of Fernie will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.