

Career Opportunity

RCMP Casual Front Counter Clerk

BASIS: CASUAL, PERMANENT | CLOSING DATE: OPEN UNTIL FILLED

This position will be responsible for receiving, assessing and responding to front counter and telephone enquiries and providing a broad array of administrative support. RCMP Security Clearance must be attained prior to start date.

Key Responsibilities

Reporting to the Detachment Commander, you will be a valuable member of the clerical support staff in the detachment. Providing advice and assistance to the public, which includes explaining and interpreting rules, regulations and general policy and referrals.

- Handle information in a variety of automated Operational Records Management Systems (ORMS), such as: CPIC, PRIME, JUSTIN, CJIM and Cardscan.
- Ability to perform a variety of duties with a high degree of accuracy and attention to detail amidst frequent interruptions.
- Demonstrated ability to maintain confidentiality and exercise discretion.

Qualifications

The successful candidate will have to complete a Police Enhanced Level Security Clearance supported by a business technology certificate or diploma. Sound knowledge of computerized office applications and excellent communication skills are essential.

This is a CUPE 2262 position offering \$36.62 per/hour plus %10 in lieu of benefits. Please visit our website at www.castlegar.ca for a full job description as well as additional background information on our community.

Qualified applicants are invited to submit their detailed resume via email to hr@castlegar.ca with the subject line RCMP Casual Front Counter Clerk.

We wish to express our appreciation to all applicants for their interest and effort in applying for this position and advise that only candidates selected for an interview will be contacted.

Applicants must have Canadian citizenship or permanent resident status.

About Castlegar

Live more at one-third the average housing price of metro Vancouver and two-thirds the B.C. average. Be an outdoors action hero in the West Kootenay wild, in British Columbia's interior, where the Columbia and Kootenay rivers meet and endless adventures are right in your backyard.

Learn More

To view all available job positions or learn about applying for a City position, please visit castlegar.ca/careers

Castlegar City Hall

Open Mon – Fri, 8:30 a.m. – 4:30 p.m.
250 365 7227 | castlegar.ca

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