



ROYAL CANADIAN MOUNTED POLICE - THORSBY DETACHMENT

DETACHMENT SERVICES ASSISTANT

THE VILLAGE OF WARBURG IS LOOKING FOR A DYNAMIC INDIVIDUAL FOR THE ROLE OF DETACHMENT SERVICES ASSISTANT AT THE THORSBY RCMP DETACHMENT. THIS POSITION IS A COST SHARING INITIATIVE FUNDED BY LEDUC COUNTY, THE VILLAGE OF WARBURG, THE TOWN OF THORSBY AND THE SUMMER VILLAGES OF GOLDEN DAYS, ARGENTIA BEACH, ITASKA BEACH, SUNDANCE BEACH AND SILVER BEACH.

THE EMPLOYEE WILL WORK UNDER THE DIRECTION OF THE DETACHMENT SERVICES SUPERVISOR AND WILL BE RESPONSIBLE FOR ENHANCING POLICING SERVICES BY PROVIDING ADMINISTRATIVE AND OPERATIONAL SUPPORT TO POLICE OFFICERS AND THE GENERAL PUBLIC.

THE SUCCESSFUL CANDIDATE MUST BE ABLE TO WORK MONDAY - FRIDAY BETWEEN 9:30 AM AND 4:30 PM (32.5 HOURS/WEEK) WITH FLEXIBILITY TO ACCOMMODATE OPERATIONAL NEEDS AS REQUIRED.

REQUIRED QUALIFICATIONS:

- SUCCESSFUL COMPLETION OF HIGH SCHOOL OR AN ACCEPTABLE COMBINATION OF EDUCATION, TRAINING AND/OR EXPERIENCE
- EXPERIENCE MAINTAINING ELECTRONIC AND HARD COPY FILING SYSTEMS IN AN OFFICE ENVIRONMENT
- EXPERIENCE PROVIDING SERVICE TO INTERNAL OR EXTERNAL CLIENTS & THE GENERAL PUBLIC BY TELEPHONE AND IN PERSON
- STRONG TYPING SKILLS, KNOWLEDGE OF COMPUTERS AND SOFTWARE INCLUDING MICROSOFT OFFICE INCLUDING WORD PROCESSING, SPREADSHEETS AND DATABASE APPLICATIONS
- ABILITY TO COMMUNICATE EFFECTIVELY BOTH VERBALLY AND IN WRITING
- PREPARED TO WORK ON A REGULAR SHIFT SCHEDULE WITH FLEXIBILITY, INCLUDING EVENINGS AND NIGHTS AS REQUIRED
- WILLINGNESS AND ABILITY TO WORK IN A BUSY POLICE ENVIRONMENT, INCLUDING EXPOSURE TO UNSETTLING AND/OR GRAPHIC MATERIAL
- WILLINGNESS AND ABILITY TO MAINTAIN A VALID CLASS 5 DRIVER'S LICENCE
- ABILITY TO DEMONSTRATE INTEGRITY AND RESPECT, THINK THINGS THROUGH, WORK EFFECTIVELY WITH OTHERS, SHOW INITIATIVE AND BE ACTION-ORIENTED
- ABILITY TO OBTAIN AND MAINTAIN AN RCMP ENHANCED RELIABILITY CLEARANCE

PLEASE SUBMIT YOUR COVER LETTER AND RESUME BY EMAIL TO: Renee.Kshyk@rcmp-grc.gc.ca

CLOSING DATE IS APRIL 23, 2021 - ONLY APPLICANTS SELECTED FOR INTERVIEWS WILL BE CONTACTED

DUE TO COVID RESTRICTIONS, RESUMES WILL BE ONLY BE ACCEPTED VIA EMAIL