

# Detachment Services Assistant – RCMP

## VILLAGE OF WARBURG

### The Job

The Village of Warburg seeks an energetic, competent, and resilient administrator to work in the Thorsby RCMP detachment.

### The Candidate

The successful candidate will be a fast learner and will possess:

- two years of post-secondary school OR an acceptable combination of education, training and/or experience relevant to the position,
- the ability to produce and process various correspondence, transcribe, and maintain office systems,
- the ability to effectively use various administrative and operational automated systems utilized by the RCMP,
- excellent communication skills, and
- a valid Class 5 driver's license
- ***Terms of Employment are contingent upon possession of Security Clearance to a level of Enhanced Reliability pursuant to the Federal Government. Please be aware, the Security Clearance could take several months to complete. Anticipated start date August/September depending on the Security Clearance process.***

Please see the below Job Description for a more detailed picture.

### How do you apply?

Send your resume and cover letter to [renee.kshyk@rcmp-grc.gc.ca](mailto:renee.kshyk@rcmp-grc.gc.ca).

Tell us who you are, what you value, and why you think this position is a good fit for you in that cover letter.

***We thank all applicants for their interest, however, only those selected for interviews will be contacted.***



