

Career Opportunity

RCMP Secretary/Receptionist

BASIS: TEMPORARY FULL TIME, JUNE 2021 FOR A 1 YEAR TERM |

CLOSING: MARCH 15, 2021 4:30 PM

Responsible for receiving, assessing and responding to front counter and telephone enquiries The City of Castlegar is currently seeking an RCMP Secretary/Receptionist to join the Castlegar RCMP Detachment.

Key Responsibilities

Reporting to the Detachment Commander, you will be a key member of the clerical support staff in the detachment. Providing advice and assistance to the general 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.
- Acts as Disclosure Clerk; ensuring the release of all information to outside agencies is in compliance with RCMP established policies and FOIPPA.

Qualifications

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

This is a CUPE 2262 position offering an attractive benefits package. 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 by 4:30 p.m. on March 15, 2021 to hr@castlegar.ca with the subject line RCMP Secretary/Receptionist Position.

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.

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.

Castlegar City Hall

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

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