

TOWN OF VEGREVILLE

EMPLOYMENT OPPORTUNITY

RCMP CLERK III

POSITION SUMMARY

Under the direction of the Detachment Services Supervisor and Detachment Commander, this employee is responsible for accurate communication controls and performing clerical and administrative duties. This employee is a respected member of an effective working team, dedicated to maintaining and improving our community, and as such, serves the public with courtesy and respect.

As an employee, this person shall establish and maintain a good working relationship with all departments. Confidentiality and privacy of information is to be maintained at all times. Sound judgment and discretion must be used when responding to inquiries regarding classified and confidential information.

DUTIES & RESPONSIBILITIES

- First point of contact with the general public at the Front Counter and telephone, assisting with complaints and offering assistance.
- Enter and modify data in record systems including the PROS (Police Reporting Occurrence System), CPIC (Canadian Police Information Center), as well as various other Police databases.
- Prepare correspondence, forms, documentation required for office administration and operational purposes.
- Complete occurrence reports and record information provided by the public and relay complaints and incidents requiring police action or investigation.
- Collect fees and compile receipts.
- Operate radio equipment, maintain information on radio communications, and relay dispatch and emergency information to officers.
- Court Liaison Duties – including monitoring court, communicating with Crown Prosecutors.

EDUCATION & KEY COMPETENCIES

- Minimum Grade 12 education, post-secondary business courses, or related experience.
- Able to obtain enhanced RCMP Security Clearance.
- Excellent computer skills to operate various word processing and records management systems.
- Ability to work with little supervision and perform tasks competently and accurately in emergency situations, in an often chaotic open office environment.
- Ability and skill to extract critical information from the complainants and callers, provide clear instruction when required, and if necessary, keep the caller on the line until an officer can attend the scene.
- Ability to remain calm in stressful situations. RCMP Clerks are a vital link of communication between RCMP members and the general public during emergency situations. This role is critical to the safety of those involved.
- Knowledge of relevant portions of the Access to Information and Privacy legislation.
- Willing to travel to complete RCMP required training.

Application deadline is Tuesday, April 29, 2025. Qualified candidates are encouraged to submit a cover letter and resume to employment@vegreville.com

Thank you to all that apply. Only those selected for an interview will be contacted.

