

JOB POSTING

POSTING #: 21-03

POSTING TYPE: Internal

POSITION: **Watch-Clerk**

POSITION TYPE: **Term - 12 mos. Pilot Project**

DEPARTMENT: **RCMP**

HOURS OF WORK: Rotation 16 shift schedule of eight-hour shifts. Normally: Days 0900 to 1800 and Afternoons 1200 to 2100 – 4 on 2 off / 3 on 2 off / 3 on 2 off

Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Shift	Off	Day	Day	Day	After	Off	Off	Day	Day	After	Off	Off	Day	Day	Day	Off

HOURLY RATE: \$29.1474 to \$32.1632 per hour, Pay Grade 5 – Schedule “A” Inside Workers

POSITION SUMMARY:

The Watch-Clerk works under the direction of the RCMP Municipal Office Manager and the Detachment Commander.

The Watch-Clerk performs skilled administrative support work of a relatively complex nature under the general supervision of the Records Management Systems Supervisor. Work involves performing a wide variety of administrative duties to assist the RCMP Detachment teams and the Watch Commander, including operating on-emergency RCMP Detachment switchboard and radio telephone equipment. The incumbent is required to compose and handle a variety of documents, detachment files, and related office material. The work also involves data entry on the various RCMP computer operating systems. The incumbent performs a review of general duty operational files to assist the RCMP Watch Commander to ensure PRIME policy is adhered to. The incumbent may be exposed to extremely graphic and disturbing information and visual materials. The position may include frequent pressures of volumes of work and deadlines as a recognized part of the job. The incumbent is responsible for the protection of confidential departmental information. Internal and external contacts are sensitive and require courtesy, tact, diplomacy, elaborating on complex policies or processes, regulations and procedures.

ESSENTIAL QUALIFICATIONS

EDUCATION: Grade 12 Diploma or GED
Applied Business Technology Diploma or Office

SPECIFIC SKILLS:

Administration Certificate or Diploma or three years related experience
Keyboarding – 60 wpm
Accurate and efficient written/keyboarding skills
Word Processing
Accurate report/form preparation skills
Demonstrated ability to maintain accurate and complete documents and records and to check own work
Ability to extract detailed information from confused, fearful, hostile individuals or individuals who are in shock
Relay sensitive or emergency information via police radio and/or telephone
Maintain accuracy while working with continuous interruptions and adapting to changing priorities.
Exercise sound judgment and provide solutions to problems.
Thorough knowledge of filing and records systems.
Enhanced Security Clearance
Ability to work in a confidential environment

SPECIAL REQUIREMENTS:

CLOSING DATE:

January 18, 2021 4:00pm (MST)

Interested applicants are requested to submit a covering letter and resume to:

**Human Resources
City of Cranbrook
40 – 10th Avenue South, Cranbrook, BC V1C 2M8
E-mail: human.resources@cranbrook.ca (Submissions in Word or .pdf format only)**

We express our appreciation to all applicants for their interest in this position, however only candidates selected for an interview will be contacted.

This position is covered under the Collective Agreement between the City of Cranbrook and C.U.P.E. Local 2090 – Cranbrook Inside/Outside Workers.