

TOWN OF CASTOR

JOB OPPORTUNITY: RCMP - PART TIME DETACHMENT CLERK



CONTACT

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REQUIREMENTS

Valid Class 5 Drivers License
Resume with complete physical address
Current Drivers Abstract

This position MAY require shift work, overtime and some overnight training.

MUST fulfill the RCMP Security Clearance requirements.

The ideal candidate will be a team player, willing to learn, skilled in the use of computers, and possess a high level of interpersonal skills. They will type in excess of 40 words per minute and have working knowledge of Microsoft programs. Knowledge of police data base programs is an asset.

The Town of Castor is committed to creating an equal opportunity, inclusive environment for all employees. The Town celebrates diversity through a work culture that is team oriented and respectful of all staff.

The Coronation Detachment of the RCMP requires a career minded individual to work at the Castor Satellite Office. The work environment is fast paced with a wide variety of duties. We are a close knit team of professionals who include other clerks, police officers and victim service volunteers.

KEY RESPONSIBILITIES

Under the direct supervision of the Coronation Detachment Commander the Detachment Clerk's duties include, but are not limited to:

- Answering inquiries from the public in person or via telephone and documenting inquiries or calls for service.
- Computer data entry, entering reports, and transcribing from audio and digital media.
- Dispatching police officers and utilizing the police radio system.
- Preparation of legal documents and reports.
- Querying, entering and modifying data from a variety of police computer systems.
- Attending criminal court in an administrative capacity.
- Conducting quality assurance reviews and all other administrative duties assigned.
- Ability to work alone in stressful situations.

The successful applicant will be an employee of the Town of Castor who offers a competitive wage.

Compensation: \$25.53 per hour

Hours of Work:

- 8:30 am - 4:30 pm
Tuesday - Thursday
Closed from 12:00 pm - 1:00 pm for Lunch

Closing Date: **4:30pm Friday, February 7, 2025**

We thank all applicants for their interest, however only those selected for further consideration will be contacted for a structured interview.