



THE TOWN OF THE PAS
REQUIRES A
R.C.M.P. DETACHMENT CLERK
FULL TIME PERMANENT

QUALIFICATIONS:

- Successful completion of a post-secondary administrative program from a recognized institution. A minimum of Grade 12 and the equivalent accumulated experience may be considered.
- Excellent verbal and written communication skills.
- Experience in performing general administrative duties.
- Ability to provide advice and assistance to the public.
- Excellent computer skills, accurate keyboarding and data entry skills with the ability to learn new software.
- Ability to maintain accurate and complete files and records.
- Proven good judgment, integrity and impeccable confidentiality.
- Strong people skills and team oriented with the ability to maintain professionalism in high stress situations.
- Enhanced Reliability Clearance.
- Proficiency with the Canadian Police Information Center (CPIC), Police Information Retrieval System (PIRS) and the Police Reporting and Operation System (PROS) an asset.

The qualifications and responsibilities listed above are a summary of the position; selection will be based upon the requirements detailed in the R.C.M.P. Detachment Clerk job description. A copy is available on request and will be provided to all Interviewees.

Wage Rate: as per CUPE Agreement **\$24.19/HOUR**

Hours of Work: Scheduled shift work including statutory holidays

Start Date: ASAP (start date dependent upon successful Enhanced Reliability Clearance)

“This position is open to all applicants in accordance with the Human Rights Legislation of Manitoba.”

Applications will be accepted up to **September 28th, 2018 and are to be directed to:**

Keri-Lee Zaharia, CPHR – Human Resource Officer

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81 Edwards Avenue, P.O. Box 870

The Pas, MB, R9A 1K8

Fax: (204) 623-5506

www.townofthepas.com

We thank all candidates in advance, but will only contact those selected for an interview.