



Detachment Clerk (RCMP)
Permanent Full-time – 37.5 hrs/week
\$48,496.50 - \$60,606.00/year

Do you want to join a team that values placing citizens first, accountability, responsiveness and excellence? If you do, the growing City of Leduc wants you to join us as we continue to build a community of integrity, unity and strength! The City of Leduc is now hiring a full time, Detachment Clerk to provide administrative and operations support services to the Leduc RCMP Detachment.

Reporting to the Manager, RCMP Administration and Enforcement Services, the Detachment Clerk plays a key role at the RCMP detachment by receiving complaints and emergency calls and providing reception and related administrative duties. While working as part of a team, you will execute the prompt dispatch of required emergency services as well as maintaining the status of deployed members. This integral position is also responsible for maintaining operational records systems as well as methods and procedures related to input, retrieval security and verification of all information within RCMP and other law enforcement agencies.

The successful candidate will possess a High School Diploma and completion of a diploma training program at a college or technical school with a minimum of three years relevant administrative experience. Experience in an automated law enforcement environment, including PROS, PIRS, CPIC, MOVES and JOIN would be considered an asset. Knowledge of the RCMP and judicial court and legal systems is also highly desirable. The successful incumbent for this role will be required to work shifts as required by the detachment schedule as well as possess a professional demeanour and demonstrate proper office decorum. Must be able to obtain and maintain a RCMP Enhanced Level Security Clearance; having a current clearance would be an asset.

If this sounds like you, we want to hear from you! Please send your resume, including cover letter to:

Human Resources
City of Leduc
#1 Alexandra Park, Leduc, Alberta T9E 4C4
Fax: (780) 980-7127
Email: resume@leduc.ca
Visit our website at: www.leduc.ca/jobs

Competition closes at 4:30 pm on Wednesday, August 27, 2014. We thank all applicants for their interest, however, only those selected for interviews will be contacted.