

SENIOR PROTECTIVE SERVICES CLERK (RCMP/ENFORCEMENT SERVICES) FULL-TIME POSITION

The Town of Morinville is seeking a dynamic, experienced service oriented individual to join our team as a full-time Senior Protective Services Clerk. The Senior Protective Services Clerk will be based out of the Morinville RCMP detachment.

Primary accountabilities of the Senior Protective Services Clerk role include ensuring that optimal service standards are maintained by providing a positive experience when interacting with external and internal clients of the RCMP and Morinville Enforcement Services. Assumes supervisory duties for the Protective Services Clerks. Maintain manual and automated operational and administrative records management systems. Enter, modify, and query in Police or Enforcement systems such as PROS (Police Reporting & Occurrence System), PIRS (Police Information Retrieval System), CPIC (Canadian Police Information Centre), JOIN, e-Collision, Report Executive and Microsoft office suite. Commitment to service excellence will be demonstrated through the delivery of a variety of front line services and administrative duties in a professional, courteous and attentive manner. Duties will include front desk reception, accurate and timely data entry, record keeping, copying, filing, and a variety of other office activities. Successful candidates must be able to deal with both highly sensitive and often disturbing material and information. Working in a police environment, candidates must be able to calmly deal with stressful situations with strong abilities to adapt quickly to changing work requirements.

Requirements:

- Post secondary education in Office Administration or related field or acceptable combination of training, education and experience.
- A minimum of five (5) years of administrative support experience, with a preference to applicants with proven previous experience in a policing or enforcement services environment.
- Three (3) years of supervisory experience leading a team.
- Proficient use both spoken and written of the English language. (Additional languages will be considered an asset).
- Proven computer proficiency with ability to learn computer operating systems (policing systems such as PROS, CPIC; Microsoft products will be viewed as an asset).
- Strong attention to detail and accuracy along with a high level of initiative.
- The ability to transcribe video and audio recordings.
- Preference will be given to applicants with an RCMP Enhanced Security Clearance.

Salary & Hours of Work:

Annual Salary Range of \$53,993-\$64,470 (7 Step Grid). Hours of work are based on a 35 hour/weekly schedule as determined by the detachment and may include days/nights/weekends and holidays.

Application Deadline: 12 p.m. September 12, 2019

Please submit resumes by the above noted deadline; however, resumes may be accepted until the position is filled.

Submit resumes quoting "Comp# 201932 Senior Protective Services Clerk- Full Time" to:

Human Resources, Town of Morinville
10125-100 Avenue, Morinville, AB T8R 1L6
Email: hr@morinville.ca | Fax: 780-939-5633 | Web: www.morinville.ca



The Town of Morinville thanks all applicants for their interest; however, only those selected for an interview will be contacted.