

RCMP Satellite Detachment Offices: Municipal Employee Clerk

The Town of Niverville is seeking a RCMP Administrative Support to provide administrative support to the St. Pierre RCMP detachment in the Niverville detachment office. This is a full-time position.

The ideal candidate will be self-motivated, disciplined and community-minded individual who will be responsible for receiving citizen inquiries/complaints; providing information as necessary in address concerns; for dispatching the necessary information to on duty officers in response to calls for service; for initiating and creating files, maintaining databases, conducting Criminal Record checks; for providing statistical analysis reports; for entering and retrieving information in a number of related databases; for transcription duties; and for the collection and processing of funds associated to certain duties, such as Criminal Record checks.

Prior to the start of employment, successful candidate will be required to go through a comprehensive screening process, and successfully achieve a full security designation.

Applicants need to possess:

- Knowledge of general office practices/procedures;
- Experience in dealing with documents/materials/situations which are sensitive and confidential in nature;
- Extensive customer service skills with ability to prioritize activities;
- Radio communication and telephone skills or a demonstrated aptitude to learn the skills;
- Demonstrated ability to work in an unsupervised environment.
- Computer skills including knowledge of MS Word and database management software with training in the required databases.

Resume may be submitted by email to either humanresources@whereyoubelong.ca or by mail to:

Town of Niverville
Box 267
329 Bronstone Dr.
Niverville, MB R0A 1E0
Attention: Human Resources

Please reference RCMP Administrative Support on any correspondence.

We thank all who apply and advise that only those selected for further consideration will be contacted.