

EMPLOYMENT OPPORTUNITY

RCMP DETACHMENT OFFICE CLERICAL

The Municipal District of Wainwright is currently accepting applications for a **FULL-TIME OFFICE CLERICAL** position for the Wainwright RCMP Detachment.

RESPONSIBILITIES:

- Assess and respond to enquiries, complaints, emergency situations, requests for information and services from the General public, e.g., joint police/community initiatives, legislation requirements, handling monies and processing Police Information Checks / Criminal Record Checks.
- Compile statistics, develop narrative reports/ documents, and act as information manager for the research, analysis, input, modification, manipulation, tracking, and deleting of information in manual filing systems, Operational Records Management Systems (ORMS), and a variety of web-based portals such as CPIC, JOIN, PROS, LiveScan, AIM, Holeman, Ecollision, PAT Collision and APIS.
- Provide a court liaison and administrative service for the Wainwright Detachment i.e., research files and records, compile court briefs, transcribe statements, arrange court dates, communicate with legal professionals, swear to information and may provide an affidavit service.
- Prepare revenue cash sheets for monies received for services, e.g. prisoner bail, fingerprints; and arrange for repairs of police vehicles.
- Provide administrative support related to the receipt and distribution of mail; arranging courier services; the storage and safekeeping of exhibits; correspondence; and assisting with ATIP requests.

QUALIFICATIONS & SKILLS:

- High School Diploma with 2 years of relevant and current administrative work experience (preference administrative work in a law enforcement setting)
- The work requires knowledge of methods, techniques and practices to enter, maintain, query, extract, and reconcile data and information of operational and administrative on-line systems. Experience researching on-line systems (often during a crisis situation), archives, internal files, and briefing material is required to prioritize, transfer and relay sensitive or emergency information via the police radio and telephone to police officers, support agencies, the RCMP Communications Centre and, where appropriate, the general public.
- Knowledge of Federal and Provincial Crown Counsel offices, lawyers and court officials; key contacts in federal and provincial organizations and agencies, e.g. Correctional Services, Ministry of Transport; other law enforcement agencies; and private sector agencies and organizations such as ambulance services, hospitals, tow truck operators, school boards is required to respond to requests for information and services from municipal, provincial and federal agencies and to handle enquiries and complaints from the general public. Knowledge of Criminal Code, Municipal Bylaws, Traffic Safety Act and Provincial Statutes
- Strong interpersonal and communication skills (verbal and written), combined with judgement, tact and discretion.
- Strong time management and decision-making skills with the ability to work with minimal supervision under stressful conditions
- Proficiency in Microsoft Office suite and RCMP Software

Contact in the Workplace

- Members of the general public, e.g., victims, witnesses, complainants, accused, and parolees in person and by telephone, to respond to enquiries and requests for information and data which, at times, requires explanation and interpretation. Situations may be an emergency, and require addressing agitated, distraught or confrontational individuals.
- Employees in other departments and outside agencies such as Transport Canada, Department of National Defense, Correctional Services Canada, legal counsel, local emergency services, insurance adjusters, probation officers, municipal administrators, other police organizations to exchange information, establish times for meetings and collaborations; and employees from victim service organizations, court houses, coroner's office; parole offices to exchange detailed information related to court cases, remands, witness arrangements, etc.
- Internal clients such as clerical staff, guards and matrons, police officers, management, CPIC, dispatch/communication centers, corporate services to retrieve and relay information, to provide and obtain explanations, advice, recommendations, options, strategies, approaches and information on policies, guidelines, procedures and processes related to a broad variety of issues (training, system access, research, maintenance, travel, etc.), and to be the office reference point on processes and procedures for police officers and others.

Conditions of Employment:

- Ability to obtain and maintain a RCMP Enhanced Reliability Security Clearance
- Maintain a valid Driver's License

Equivalencies of education and experience may be considered.

Qualified applicants are invited to submit their resume and cover letter stating qualifications, experience and references marked as "RCMP Office Clerical" to:

Wainwright RCMP
826-3rd Ave. Wainwright, AB T9W 1R3
Attention: Sgt. Michael Miller, Detachment Commander
C/O Kevin Mayer, Detachment Services Supervisor
Email: kevin.a.mayer@rcmp-grc.gc.ca

The successful candidate must be capable of:

- Confidential handling of RCMP information
- Emergency and non-emergency telephone calls
- Handling of sensitive information and disturbing material
- Calmly dealing with stressful situations

This position will remain open until March 20th, 2026 or until a suitable candidate is found.