

JOB POSTING
(Competition #18-023)

POSITION: Receptionist-Clerk (RCMP) - CASUAL

HOURS OF WORK: Casual – On an “as required” basis and per work schedule

HOURLY RATE: \$25.2529- \$28.0995 per hour; Inside Workers – Pay Grade 2

POSITION SUMMARY:

The Receptionist-Clerk works under the direction of the Cranbrook RCMP Detachment Office Manager in providing administrative support to RCMP Detachment personnel, and efficient and courteous front counter and telephone service to the general public.

ESSENTIAL QUALIFICATIONS

EDUCATION: Grade 12 Diploma or G.E.D.

EXPERIENCE: Three years related receptionist experience
Mobile Radio experience
Computer data entry experience
Switchboard experience
Dictaphone experience

SPECIFIC SKILLS: Keyboarding - 60 wpm
Accurate and efficient written/keyboarding skills
Word Processing
Accurate report/form preparation skills
Demonstrated ability to maintain accurate and complete documents and records and to check own work
Excellent verbal communication skills

SPECIAL REQUIREMENTS: RCMP Enhanced Security Clearance
Initiative, sound judgement, courteous, positive and responsive dealing with the public
Inquisitive and ability to ask questions
Effective listener

This position is covered under the Collective Agreement between the City of Cranbrook and C.U.P.E. Local 2090 – Cranbrook Inside/Outside Workers.

Interested applicants are requested to submit a covering letter and resume. Applications will be accepted up to **4:00pm (MT), Thursday, July 19, 2018** and should be addressed to:

Human Resources - City of Cranbrook
40 – 10th Avenue South, Cranbrook, BC V1C 2M8
E-mail: hr@cranbrook.ca (Submissions in Word or .pdf formats only)