

**JOB POSTING**  
(Competition #17-034 internal)

**Internal Posting Only: External Applications will not be accepted or considered**

**POSITION:** CPIC OPERATOR (RCMP) – FULL TIME  
**HOURS OF WORK:** 35 hour work week (8:00 am – 4:00 pm Monday to Friday)  
**HOURLY RATE:** \$25.1941 to \$27.9375 per hour  
Pay Grade 3; CUPE Local 2090 (Inside Workers)

**POSITION SUMMARY:**

The CPIC Operator works under the direction of the Cranbrook RCMP Detachment Office Manager in providing administrative support to RCMP Detachment personnel.

**ESSENTIAL QUALIFICATIONS**

**EDUCATION:** Grade 12 Diploma or G.E.D.  
Applied Business Technology Certificate or equivalent courses

**EXPERIENCE:** Three to five years general office experience including:

- Previous CPIC experience
- Receptionist/Secretarial experience
- Dictaphone experience

**SPECIFIC SKILLS:** Excellent public relations and interpersonal skills  
Excellent verbal communication skills  
Ability to maintain confidentiality  
Sound knowledge of general office practices/procedures  
Good organizational and time management skills  
Keyboarding 70 wpm  
Computer software applications

**SPECIAL REQUIREMENTS:** RCMP Enhanced Security Clearance  
High degree of initiative and sound judgement  
Ability to prepare and/or maintain accurate and presentable documents and records  
Proven ability to maintain confidentiality

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 internal applicants are requested to submit a covering letter and resume.  
Applications will be accepted from internal applicants up to **4:00pm (MT), Wednesday, October 18, 2017** and should be addressed to:



MOUNTAINS OF OPPORTUNITY  
**CRANBROOK**

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E-mail: [hr@cranbrook.ca](mailto:hr@cranbrook.ca) (Submissions in Word or .pdf formats only)