



MOUNTAINS OF OPPORTUNITY

# CRANBROOK

## JOB POSTING

### CPIC – Operator/Clerk

#### POSITION

**POSTING #**

24-84

**POSTING TYPE**

Internal & External

**POSITION TYPE**

Full-time

**HOURS OF WORK**

35-hour work week, as per schedule

**DEPARTMENT RCMP**

**HOURLY RATE** \$33.7070 to 35.4522 per hour, Pay Grade 3 – Schedule “A” Inside Employees

**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**

- Applied Business Technology Certificate or equivalent courses.
- Grade 12 Diploma or GED

**EXPERIENCE**

- Three (3) to five (5) 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**

- Enhanced Security Clearance is required
- High degree of initiative and sound judgement
- Ability to prepare and/or maintain accurate and presentable documents and records
- Proven ability to maintain confidentiality

**CLOSING DATE** 12/5/2024, 4:00pm (MT)

Interested applicants are requested to submit a covering letter and resume to:

**Human Resources**

**City of Cranbrook**

**40 – 10th Avenue South, Cranbrook, BC V1C 2M8**

**E-mail:** [human.resources@cranbrook.ca](mailto:human.resources@cranbrook.ca) (Submissions in Word or .pdf format only)

*We express our appreciation to all applicants for their interest in this position, however only candidates selected for an interview will be contacted.*

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

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## **The City of Cranbrook**

The City of Cranbrook is in the southeast corner of British Columbia amongst the majestic Rockies and Purcell mountains, near Alberta and the Canada/USA border. With a population of approximately 20,000, Cranbrook is the largest community in the East Kootenay. Known as the “Basecamp of the Kootenays”, Cranbrook provides an inviting lifestyle in a beautiful setting that has made our City a welcoming and growing place in which to live, work and play.

## **Diversity, Equity, and Inclusion**

This Policy provides the foundation for Diversity, Equity, and Inclusion (“DEI”) at the City of Cranbrook to ensure a safe, respectful, and inclusive community and workplace. The City of Cranbrook will work towards becoming a community that supports and fosters a diversity of perspectives and provides equal opportunities for its residents. The aim is for the City to provide programs and services that meet the diverse needs of the community. The City of Cranbrook is equally committed to an inclusive workplace that welcomes, respects, and values a diverse workforce that reflects the qualities and differences of the broader population it serves.

Policy No. 50-15