

TOWN OF PONOKA

POLICE CLERK

The Town of Ponoka is currently seeking applications for a part-time Police Clerk. This position will be a job share working a two-week rotational schedule of Wednesday, Thursday and Friday at 7.5 hours per day in week one and Thursday, Friday at 7.5 hours per day in week two. Reporting to the Office Manager, the Police Clerk will provide administrative, secretarial, and computer support to the Municipal Detachment of the RCMP.

Duties & Responsibilities:

-) Receive, assist, direct and respond to complaints and calls for police service in a highly professional and competent manner;
-) Compose, compile, type, and process a wide variety of complex and highly confidential legal, court and criminal case documents;
-) Monitor, maintain, input and retrieve information from a variety of police computer information and data systems.

The successful applicant will have experience in computer operations, information systems, and general office administration. Additional experience in policing or court operations would be an asset. The applicant must have strong interpersonal skills, be able to effectively communicate with the public in a positive manner, and possess excellent team skills, as well as being a team player in providing ongoing support and coverage for colleagues.

Candidates must have strong computer skills and must be proficient in the Microsoft Office suite. Must be able to work in an open office and fast-paced environment and maintain a high level of professionalism while providing excellent customer service via email, phone and in-person. The candidate must be able to obtain a valid RCMP Security Clearance and be willing to attend additional training for RCMP computer programs and databases which will be offered.

Salary: As per AUPE agreement, Class 14 - \$24.97 to \$28.94 per hour;

Hours of Work: Working a two-week rotational schedule, Wednesday, Thursday and Friday at 7.5 hours per day in week one and Thursday, Friday at 7.5 hours per day in week two. 8:30am to 5:00pm

Applicants are asked to email resumes to hr@ponoka.ca by 4:30 pm on March 1, 2019

The Town of Ponoka thanks all applicants in advance, however, only those being considered will be contacted.

