



TOWN OF PONOKA

Police Clerk

External Posting

The Town of Ponoka is currently seeking applications for a full time Police Clerk. This position will be a Monday to Friday position working 7.5 hours per day with a 1 hour unpaid lunch. 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 front counter complaints and phone calls for police service in a highly professional and competent manner;
-) Compose, compile, type, and process a wide variety of complex and highly confidential documents;
-) Monitor, maintain, input and retrieve information from a variety of police computer information and data systems.
-) General bookkeeping and bank reconciliation as well as ordering of supplies and maintaining the stock room with supplies and forms
-) Daily processing of mail and shipping of parcels
-) Running and scanning of criminal record checks
-) Other duties as assigned

The successful applicant will have two years of related experience in a municipal detachment coupled with 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: 8:00 a.m. to 4:30 p.m. Monday to Friday at 7.5 hours per day

Applicants are asked to email resumes to hr@ponoka.ca. Competition will remain open until suitable candidate is found.

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