

City of North Battleford
1291 101st Street
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North Battleford, SK S9A 2Y6

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Website:
<https://www.cityofnb.ca/>

Interested candidates are invited to apply by submitting a detailed resume quoting job reference number to Email: hr@cityofnb.ca

Please note: Priority will be given to internal applicants.

We thank all applicants for their interest; however only those selected for interviews will be contacted.

The City is an equal opportunity employer and values diversity in the workplace. If you require accommodation according to the Saskatchewan Human Rights Code, please let us know in order for us to ensure that you can participate fully and equally during the recruitment and selection process.

The City of North Battleford has a nepotism policy in effect. Please contact Human Resources for further information.

North Battleford is located in west-central Saskatchewan. More than 15,000 people, who enjoy a cost of living that is one of the lowest in the country, rely on the daily services provided by the city's 250 full and part-time employees. Its relative size allows for a flexible municipal government that gets rid of the red tape for a fast, friendly business development. We are currently inviting applications for a:

WATCH CLERK

(Hours not Guaranteed) Casual

The City of North Battleford has an RCMP Watch Clerk position available at the RCMP Detachment. Reporting to the Office Manager this position is responsible for working with databases and computer systems (Police Reporting and Occurrence System, Canadian Police Information Centre, Canadian Justice Information Management System). Performing complete file reviews when the investigation is concluded to ensure quality assurance, maintenance of file content and statistical reporting in accordance with RCMP guidelines. Providing general administrative duties including working with internal and external partner agencies to obtain and disseminate information according to applicable legislation and policies, and file management. Preparing, compiling, and processing a variety of legal documents, correspondence, transcriptions and legal forms to meet operational and administrative needs as they arise. This includes responsibility for initial disclosure preparation. The ability to effectively communicate and maintain a tactful, service-oriented relationship with their team is required.

QUALIFICATIONS:

- Grade 12 High School Diploma or GED, plus Post-Secondary Office Administration Diploma or Office Administration Certificate at an accredited educational institution.
- 1-2 Years of office administration experience
- Sound working knowledge of business English, spelling, punctuation and composition.
- Some working knowledge of the Criminal Code, SA Provincial Statutes, Municipal Bylaws and the criminal justice system. Ability to work extended shifts, including nights shifts, to meet job requirements.
- Ability to communicate with tact and discretion, often under job-related pressures, while dealing with members of the RCMP and support staff.
- Ability to multi-task under demanding conditions.
- Ability to demonstrate attention to detail and time management skills under demanding conditions.
- Proficient computer skills in word process programs (such as Word) with a minimum typing speed of 50 wpm and minimum data entry speed of 60 wpm; and in spreadsheet programs (such as Excel)
- Attainment and maintenance of RCMP Reliability / Security clearance is mandatory

Competition Number:	RCMP008
Rate of Pay:	\$22.39 (2021 Out of Scope Wage Grid)
Hours of Work:	Rotation shifts (Night and Day)
Competition Closing Date:	Until suitable candidates are found

To retrieve a copy of the comprehensive job description please contact hr@cityofnb.ca