



Royal Canadian Mounted Police    Gendarmerie royale du Canada



The Town of St. Paul is seeking an **Operational Watch Clerk** for employment at the St. Paul RCMP Detachment. This position will be a permanent full time position that will involve shift work.

**Requirements:**

- English is essential.
- Successful completion of two years of secondary school or an acceptable combination of education, training and/or experience. Proof of education will be required prior to appointment.
- Experience providing services to internal and/or external clients over the phone, in person and in writing.
- Experience in the provision of administrative support services including three of the following: data entry, ordering office supplies, filing or processing mail.
- Experience providing records management services such as indexing, cross-referencing, filing, retrieving, retaining, archiving and/or destroying data.
- Ability to communicate effectively orally and in writing.
- Ability to deal effectively with police situations.
- Ability to work in a stressful environment.

Note: Interested persons must meet each essential qualification to be appointed to the position.

**Operational Requirements:**

- Willingness and ability to work in a busy police environment, including exposure to unsettling and/or graphic material.
- Willingness and ability to work overtime as required.
- Willingness and ability to travel for work and/or training purposes using various modes of Transportation.
- Willingness and ability to maintain a valid driver's license, or have personal mobility to the degree normally associated with a driver's license.
- Willingness and ability to work shift work. Shift work will include: days, nights, weekends and Holidays.

**Conditions of Employment:**

- The successful applicant will have to complete and pass a security screening process.

The Town of St. Paul will pay a competitive salary. Details of the compensation package will be discussed during an interview.

Submit resume with cover letter and two references by e-mail to:

Detachment Services Supervisor

Email: [Leiha.jackson@rcmp-grc.gc.ca](mailto:Leiha.jackson@rcmp-grc.gc.ca)

**Competition Closes:** Thursday, May 26, 2022

We thank all applicants; however only those short listed for an interview will be contacted.