



Royal Canadian Mounted Police
Gendarmerie royale du Canada



The Town of St. Paul is seeking 2 – **Detachment Services Operational Clerks** for employment at the St. Paul RCMP Detachment. These positions will be permanent, full time positions that entail 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

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: Justine.jeffery@rcmp-grc.gc.ca

Competition Closes: June 6, 2025

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