



TOWN OF PICTOU OFFICE ASSISTANT EMPLOYMENT OPPORTUNITY

The Town of Pictou will be receiving applications for a full-time position as a Town Employee working in the Pictou County District RCMP Detachment.

The successful applicant should have completed secondary education, or an acceptable combination of education, training and/or experience. General responsibility includes support services in a police services environment. Work includes general office administration, preparing reports, drafting letters and records management. Good communication, writing skills and experience dealing with the public are preferred. Experience in the use of Microsoft Office is important. Knowledge of PROS (Police Reporting Occurrence System), JEIN (Justice Enterprise Information System), LiveScan System and TMRS (Trunk Mobile Radio System) is considered an asset.

As a condition of employment, the applicant must be security cleared to a minimum of Enhanced Reliability.

Resume and cover letter (merged into one PDF document) will be accepted until August 4, 2021 at 4:00 pm and can be submitted by email to nicole.macdonald@townofpictou.ca (subject line: RCMP Office Assistant).

A full job description is available at <https://www.townofpictou.ca/town-hall/employment/>. Only those selected for an interview will be contacted.

It is the policy of the Town of Pictou to prohibit discrimination of any type and to afford equal employment opportunities to applicants, without regard to gender, race, color, religion, sexual orientation, national origin, age, disability, or veteran status. If you require accommodation during the application and hiring process, please contact nicole.macdonald@townofpictou.ca.