

Position Description
RCMP Pictou Detachment Office Assistant

Position Title: RCMP Office Assistant

Reports to: TBA

Subordinate Staff: N/A

Salary Range: 30,585 – 39,585

Classification: Permanent full-time

Position Summary:

General responsibility includes support services in a police services environment. Work includes general office administration, preparing reports, drafting letters and records management. Front desk and receptionist duties, as well as providing support for meetings.

Required Qualifications:

1. Completed secondary education, or an acceptable combination of education, training and/or experience.
2. Minimum one-year recent experience in providing administrative support services in a legal or police services environment.
3. Experience in providing service to clients, partner agencies or general public by telephone, in person or in writing.
4. Experience compiling information and/or preparing various correspondence and/or reports for District Commander or delegate.
5. Experience creating and maintaining electronic and hard copy filing in a records management system.
6. Experience using Microsoft Office Suite applications including word processors and spreadsheets.
7. Written and oral English.

Preferred Knowledge and Abilities:

- Good communication and interpersonal skills
- Willingness to learn new things and work in a team environment
- Excellent computer skills
- Knowledge of PROS (Police Reporting Occurrence System), JEIN (Justice Enterprise Information System), LiveScan System and TMRS (Trunk Mobile Radio System)
- Knowledge of the RCMP organization
- Ability to plan and manage
- Ability to organize and coordinate meetings or appointments
- Ability to communicate effectively in writing and orally
- Ability to work with minimum supervision

Conditions of Employment:

RCMP Reliability Status

Operational Requirements:

- Willing and able to work overtime as required
- Willing and able to travel for work and/or training

Other Benefits:

- Employee Pension Plan
- Group Insurance Benefits
- Earned vacation days
- Professional Development Opportunities