



***RCMP Clerical  
(Part-time)  
Up to three (3) positions***

**Competition #:** 08-COV-20  
**Closing Date:** Internal applicants – January 22, 2020  
External applicants – January 29, 2020

**Rate of Pay:**

Switchboard	\$27.35 per hour
Watch Clerk	\$28.68 per hour
Front Counter	\$31.44 per hour

(as per CUPE, Local 626, Vernon Civic Employees Collective Agreement)

**Days/Hours:** These are part-time “on-call” positions. Work days and hours will be varied. Work may occasionally involve 12 hour shifts between the hours of 6:00 am to 6:00 pm, 6:00 pm to 6:00 am – 2 days, 2 nights followed by 4 days off. The successful candidate will be paid the applicable position’s rate of pay and shall be remunerated for time worked outside normal work hours in accordance with the Collective Agreement.

**SWITCHBOARD – RCMP:**

Reporting to the Manager, Records and Client Services, the primary duties consist of the operation of switchboard, clerical, and reception work with considerable public contact.

**Duties Include:**

- Responds to public requests in the appropriate manner.
- Performs clerical work and word processing.
- Answers and screens calls and determines appropriate action.
- Creates Police Records Information Management Environment (PRIME) electronic files and corresponding hardcopy files as required.
- Receives Provincial Court subpoenas and coordinates distribution for personal service (to serve a party).
- Performs PRIME//Canadian Police Information Centre (CPIC) queries in support of criminal records and stolen/found property checks.
- Prepares false alarm reports in support of City of Vernon false alarm bylaws.

- Performs front counter reception duties on an ad hoc basis.
- Performs other related duties as assigned.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

**Required Education and Experience:**

- Completion of Grade 12 or equivalent (supplemented by typing and MS Office Suite courses)
- Minimum six months experience in a clerical role that includes reception and/or switchboard duties.
- A combination of related education and experience may be considered.

**Required Knowledge, Skills and Abilities:**

- Proficient with computers and related software, and general office equipment.
- Ability to complete the PRIME Records and the CPIC Query Courses.
- Demonstrated ability to successfully manage a diversity of clients and situations and direct them appropriately.
- Proven clerical ability.
- Ability to develop knowledge of departmental regulations and procedures applicable to the work being carried out as identified above.
- Demonstrated effective oral and written communication skills.
- Skilled in the operation of a switchboard, computers and other associated office equipment with reasonable speed and accuracy.
- Ability to use the RCMP operational records management systems such as PRIME and CPIC.
- Ability to communicate effectively with the public and/or other staff persons.
- Ability to work with limited supervision.
- Ability to obtain an acceptable Police Information Check.
- Ability to obtain and maintain RCMP Enhanced Security Status.

**Preferred Education and Experience:**

- Previous experience in a police department.

**WATCH CLERK:**

Reporting to the General Manager, Municipal Support Services - RCMP, this position provides operational and administrative support to the General Duty watches of Vernon/North Okanagan Detachment, subject to the Members' shift schedules.

**Duties Include:**

- Performs a variety of clerical and administrative duties.

- Performs transcription of police investigational data utilizing the Police Records Information Management Environment (PRIME).
- Creates PRIME electronic records.
- Performs officer safety Canadian Police Information Centre (CPIC) data entry such as, Accused, Missing Person, and Stolen Vehicles.
- Monitors the CPIC vmail queue, answers the telephone and responds to enquiries from other agencies or the public on behalf of the Watch Commander.
- Transcribes recorded statements such as but not limited to, complainant, victim, and accused.
- Maintains shift schedules of police officers by entering leaves such as vacation, court commitments, and training into relevant software programs.
- Retrieves and disseminates court related documents.
- Prepares the shift summary report for the Watch Commander.
- Maintains access to locked equipment and signs in/out RCMP equipment such as, guns, radios, flashlights, and conducted energy weapons.
- Performs other duties as required.
- All persons employed by the City of Vernon will be required to assist in providing emergency services. Duties assigned during an emergency may differ from regular duties.

**Required Education and Experience:**

Grade 12 or equivalent supplemented by typing and MS Office Suite courses.

- Minimum 1 year experience working in a clerical and/or administrative support role.
- A combination of related education and experience may be considered.

**Required Knowledge, Skills and Abilities:**

- Types 45 wpm and performs data entry with reasonable speed and accuracy.
- Uses computerized software programs such as CPIC, JUSTIN, PRIME and TEAM.
- Participates and completes the Canadian Fire Arms Safety course and exam.
- Prioritizes competing requests and tasks.
- Works with limited supervision.
- Communicates effectively orally and in writing.
- Establishes and maintains effective working relationships, including internal and external agencies.
- Ability to obtain and maintain a police information check.
- Ability to obtain and maintain an RCMP Enhanced Security Status.

**FRONT COUNTER:**

Reporting to the Manager, Records & Client Services - RCMP, Vernon/North Okanagan Detachment, or his/her delegate, the incumbent is responsible for reception and complaint taking. Duties include issuing legal processes and assisting and providing police information and interpreting Provincial Acts, Regulations, Federal Statutes and Municipal Bylaws, to other police agencies, the public and others.

**Duties Include:**

- Accepts and assesses reported offences and other matters over the counter; obtains details of complaints and documents using PRIME; determines the appropriate action and refers matters to the appropriate authority or takes proper action. The work is performed according to established procedures with only difficult enquiries or problems referred to a superior.
- Provides a wide variety of information ranging from general direction to specific instructions to the general public including insurance adjusters and other professional persons.
- Receives and controls fine money after court hours, verifying the warrant and the amount to be received.
- Returns, in person or mails out, driver's licenses that have been received by police as a result of 24 hour suspensions, pursuant to the Motor Vehicle Act.
- Receives and records found property and processes documentation relative to same using PRIME. Returns found property to rightful owners and obtains appropriate receipts.
- Maintain detachment security by ensuring all non-detachment personnel are properly identified; provides escorts, as required, to restricted areas within the police complex.
- Maintains records in relation to the identity and timely compliance with judicial direction of all probationers, persons on parole, temporary drivers and individuals with travel permits required to report to the police on a regular basis.
- Conducts detailed Criminal Record Checks (using PRIME/PIRS/CPIC) for various purposes and provides the results to the individual making the request.
- Acts as switchboard operator as required.
- Receives, logs and distributes incoming mail and packages.
- Carries out special assignments as directed by the OIC Vernon/North Okanagan Detachment.
- Reads and/or studies periodically, RCMP internal directives to keep abreast of current developments in police policies, regulations and procedures.
- Shift work may be required.
- Performs other related duties as assigned.
- All persons employed by the City of Vernon will be required to assist the city in providing emergency services. Duties assigned during an emergency may differ from regular duties.

**Required Education and Experience:**

- Completion of Grade 12 or equivalent.
- Completion of coursework or training in PIRS, PRIME and CPIC.
- 1 to 2 years experience in a police or public service environment in the areas of reception, customer service, complaint taking and problem resolution.

- A combination of related education and experience may be considered.

**Required Knowledge, Skills and Abilities:**

- Demonstrated effective oral and written communication skills.
- Sound knowledge of the operational filing system and skill in the operation of PRIME, PIRS and CPIC applications.
- Sound knowledge of computers and related software (MS Office and Word Perfect), general office equipment.
- Sound knowledge of the Criminal Code, Federal and Provincial Statutes, Municipal Bylaws and rules of collecting evidence.
- Ability to remain calm in stressful situations.
- Ability to deal courteously, firmly and tactfully with the public on the telephone and in person concerning a wide variety of complaints, problems and situations.
- Ability to interact with various Federal, Provincial, Municipal and private agencies and the general public.
- Knowledge of community based policing and priority response.
- The ability to obtain and retain a successful RCMP Enhanced Security Status.

**TO APPLY:**

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using **one** of the following methods:

- Online at [www.vernon.ca](http://www.vernon.ca) (In MS Word or PDF Format) or
- By Fax: (250) 550-3551

Internal applicants are asked to complete the on-line *Application for Internal Posting* form located on Jostle and forward this along with a resume.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted. No phone calls please!