

DETACHMENT CLERK 1
(Casual, On-call – Up to 2 Positions)

The Municipality of North Cowichan invites applications from candidates with the proven skills, qualifications and abilities for the position of Detachment Clerk 1 **on a casual, on-call basis**. This position works out of the Duncan/North Cowichan RCMP detachment.

The successful candidate will perform a variety of clerical functions. Deployment to other duties may be required from time to time. Hours of work for this position may include 12-hour shifts and involve evening, night and weekend shifts. The successful candidate(s) must pass security clearance levels as established by the RCMP.

Required Qualifications

1. Completion of Grade 12.
2. Successful completion of formal relevant training (e.g. Applied Business Technology program at Vancouver Island University) and two years' experience in an office environment; or acceptable combination of education, training and experience.
3. Recent experience providing clerical or other support in a law-enforcement, judicial or legal environment is an asset.
4. Possession and maintenance of a valid Class 5 B.C. Driver's License; a satisfactory current driver's abstract will be required.

Required Skills

1. Advanced skills in a Windows driven network system, including Microsoft Office programs. A minimum keyboard speed of 50 wpm is required.
2. Familiarity with multi-line telephone systems.
3. Effective interpersonal skills and ability to work well with internal and external clients.

Required Abilities

1. Demonstrable ability to analyze and process information with high level of accuracy, discretion and attention to detail and maintain strict confidentiality.
2. Demonstrable ability to accept or initiate and effectively prioritize and complete multiple tasks.
3. Independence of judgment and capability of working under minimal supervision.
4. The position may be physically demanding; candidate must be able to successfully perform all duties associated with the position. A medical certificate attesting to suitability for this position may be required.

This is a unionized position (CUPE Local 358) and the collective agreement may be viewed on our website.

Candidates being considered will be required to undergo a comprehensive evaluation of skills, qualifications, and abilities. The successful candidate will be required to undergo a criminal record check.

Please submit cover letter and resume detailing relevant work experience and education by **4:30 p.m. on Friday, January 19, 2018**. Please reply to the undersigned, clearly quoting the competition number and position title. If sending your application by email, PDF format is preferred.

Human Resources Department

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