



**MUNICIPAL EMPLOYEE  
.7 FTE**

THE VILLAGE OF WARBURG IS LOOKING FOR A DYNAMIC INDIVIDUAL FOR THE ROLE OF THE MUNICIPAL EMPLOYEE AT THE THORSBY RCMP DETACHMENT. THE POSITION IS COST SHARED INITIATIVE WITH FUNDING PROVIDED BY THE VILLAGE OF WARBURG, TOWN OF THORSBY, LEDUC COUNTY AND THE SUMMER VILLAGE OF GOLDEN DAYS

THE MUNICIPAL EMPLOYEE WORKS UNDER THE DIRECTION OF THE DETACHMENT COMMANDER OF THE THORSBY/BRETON RCMP DETACHMENT AND IS RESPONSIBLE FOR ENHANCING POLICING SERVICES BY PROVIDING CLERICAL AND ADMINISTRATIVE DUTIES IN A COMPETENT AND ACCURATE MANNER.

DUTIES RANGE FROM ASSISTING THE GENERAL PUBLIC, RECEIVING CALLS FOR SERVICE, AND PROVIDING INFORMATION AS REQUIRED WITH LIMITED SUPERVISION. ADDITIONAL HOURS CAN ALSO BE CONSIDERED THROUGH THE PUBLIC SERVICE AGREEMENT (CASUAL EMPLOYEE).

**REQUIRED QUALIFICATIONS:**

- MINIMUM GRADE 12 (POST SECONDARY EDUCATION OR RELATED EXPERIENCE AN ASSET)
- SUCCESSFUL RCMP ENHANCED SECURITY CLEARANCE
- MATURE INDIVIDUAL WITH THE ABILITY TO CONTROL EMOTIONS AND PERSONAL INVOLVEMENT AT ALL TIMES DUE TO THE HIGH PRESSURE NATURE OF THE JOB. STRONG TYPING SKILLS, KNOWLEDGE OF COMPUTERS AND SOFTWARE INCLUDING MICROSOFT OFFICE
- ABILITY TO WORK WITH LITTLE SUPERVISION AND PERFORM TASKS COMPETENTLY AND ACCURATELY
- ABILITY TO COMMUNICATE EFFECTIVELY AND GET ALONG WELL WITH CO-WORKERS AT ALL TIMES, INCLUDING STRESSFUL CONDITIONS
- PREPARED TO WORK ON A REGULAR SHIFT SCHEDULE WITH FLEXIBILITY, INCLUDING EVENINGS AND NIGHTS
- HOLD AND MAINTAIN A VALID DRIVER'S LICENCE

FURTHER DETAILS OF THE MUNICIPAL EMPLOYEE ADMINISTRATIVE DUTIES ARE AVAILABLE FOR VIEWING AT THE THORSBY DETACHMENT. WAGE TO BE NEGOTIATED BASED ON EXPERIENCE.

PLEASE SUBMIT YOUR COVER LETTER AND RESUME TO THE THORSBY RCMP DETACHMENT (5005 55 Avenue, Thorsby) OR BY EMAIL TO:

RCMP.KThorsbyAdministration-KAdministrationdeThorsby.GRC@rcmp-grc.gc.ca

RESUMES WILL BE ACCEPTED UNTIL SEPTEMBER 21, 2018

ONLY SUCCESSFUL APPLICANTS SELECTED FOR INTERVIEWS WILL BE CONTACTED.