



## CITY OF COLWOOD JOB POSTING

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<b>POSTING ID #:</b>	<b>COC20210621_WC</b>
<b>POSITION TITLE:</b>	RCMP WATCH CLERK
<b>DEPARTMENT:</b>	RCMP – WEST SHORE DETACHMENT
<b>POSITION TYPE:</b>	AUXILIARY CASUAL, UNION POSITION
<b>POSTING TYPE:</b>	INTERNAL/EXTERNAL
<b>RATE OF PAY:</b>	Pay Grade #8A \$35.37/hr (2021 rate)
<b>HOURS OF WORK:</b>	As operationally needed; generally, 12-hour day or night shifts
<b>BENEFITS:</b>	Per the terms of the Collective Agreement for Auxiliary employees

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The City of Colwood and the West Shore RCMP Detachment has opportunities available to build its **AUXILIARY RCMP WATCH CLERK** casual pool. These are UNION positions with CUPE, local 374 with an expected term of one year with the possibility of extension. Auxiliary/Casual Watch Clerks will be scheduled and/or called in to assist during, but not limited to, peak times, vacation leave, sick leave, and training. Please see the job description for details of the shift schedules.

### **NATURE AND SCOPE OF WORK**

This is an auxiliary casual Union position which falls under the direction of the RCMP West Shore Detachment Municipal Office Manager in coordination with the City of Colwood. The work is performed in an operational environment and day to day supervision is provided by the Watch Commander on duty. The position involves high volume workloads and professional level duties where independence and judgement skills are important. The essence of this position is the provision of real time support to front line police officers.

*A complete job description is available at [www.colwood.ca/careers](http://www.colwood.ca/careers)*

### **POSITION REQUIREMENTS:**

- Grade 12 Diploma.
- Minimum of one year of experience in a Police Administrative Environment; RCMP environment preferred.
- Training and/or experience in the use of recognized office computer software.
- Preference will be given to applicants who currently meet the following requirements:
  - Required to attain and maintain an RCMP Enhanced Reliability Security Clearance, involving a criminal record check.
  - Required to sign Statement of Agreement for RCMP Information Technology.
  - Required to sign Acceptable User Practices for RCMP Information Technology (procedures and practices related to security of information, including access to information, National and Departmental Security).

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Using the subject line **POSTING ID# COC20210621\_WC**, please submit your resume and cover letter; in confidence, to **Jim Faulkner, Municipal Office Manager** at [jim.faulkner@rcmp-grc.gc.ca](mailto:jim.faulkner@rcmp-grc.gc.ca).

Applications will be accepted until 4:30pm on Friday, July 2, 2021.