



## CITY OF COLWOOD JOB POSTING

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<b>POSTING ID #:</b>	<b>COC20220617_WC</b>
<b>POSITION TITLE:</b>	RCMP WATCH CLERK x 2 <i>positions</i>
<b>DEPARTMENT:</b>	RCMP – WEST SHORE DETACHMENT
<b>POSITION TYPE:</b>	FULL TIME REGULAR, UNION POSITIONS <i>*plus Auxiliary Casuals considered</i>
<b>POSTING TYPE:</b>	INTERNAL/EXTERNAL
<b>SALARY:</b>	Pay Grade #8A \$35.37/hr (2021 rate)
<b>HOURS OF WORK:</b>	This position presents unique hours of work based on a 12-hour shift rotation of 4 days on (2 days and 2 nights), and 4 days off. <i>*Auxiliary Casuals will be called in as needed.</i>
<b>BENEFITS:</b>	A comprehensive benefits plan as per the terms of the Collective Agreement. <i>*Benefits per the terms of the Collective Agreement for Auxiliary Casuals.</i>

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The City of Colwood and the West Shore RCMP Detachment has an opportunity for **two (2) FULL TIME REGULAR RCMP WATCH CLERKS**. These are UNION positions with CUPE, local 374. *\* A pool of qualified applicants may also be considered for Auxiliary/Casual Watch Clerks to assist during and not limited to: peak times, vacation leave, sick leave, and training. Please indicate in your cover letter if you are interested in Casual work.*

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

These positions fall under the direction of the RCMP West Shore Detachment. The work is performed in an operational environment with day-to-day functional supervision being provided by the Municipal Officer Manager and the Watch Commander on duty. Matters related to employee-employer relations, the Colwood CUPE 374 Collective Agreement, health and safety, and any other matters of relevance to the City of Colwood will fall under the oversight supervision of the City of Colwood Fire Chief/Emergency Services Liaison. 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) (under review)***

### **POSITION REQUIREMENTS:**

- Grade 12 Diploma.
  - Minimum of one year of experience in a Police Administrative Environment.
  - Training and/or experience in the use of recognized office computer software.
  - 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# COC20220617\_WC**, please submit your resume and cover letter; in confidence, to **Nicci Auterhoff, Municipal Office Manager** at [careers@colwood.ca](mailto:careers@colwood.ca).

Applications will be accepted until 4:30pm on Wednesday, June 29, 2022.