



## CITY OF COLWOOD JOB POSTING

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<b>POSTING ID #:</b>	<b>COC20210224_WC</b>
<b>POSITION TITLE:</b>	RCMP WATCH CLERK
<b>DEPARTMENT:</b>	RCMP – WEST SHORE DETACHMENT
<b>POSITION TYPE:</b>	FULL TIME REGULAR, UNION POSITION plus Auxiliary Casuals considered
<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.
<b>BENEFITS:</b>	A comprehensive benefits plan as per the terms of the Collective Agreement. 14% in lieu for Auxiliary Casuals.

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The City of Colwood and the West Shore RCMP Detachment have an opportunity for a **FULL TIME REGULAR RCMP WATCH CLERK**. This is a UNION position 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.

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

This is a full-time Union position which falls under the direction of the RCMP West Shore Detachment. The work is performed in an operational environment and day to day supervision is provided by the Watch Commander on duty. Administrative and Human Resource support/direction is provided by the Municipal Officer Manager in coordination with the City of Colwood. 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:**

1. Required to attain and maintain an RCMP Enhanced Reliability Security Clearance, involving a criminal record check.
2. Required to sign Statement of Agreement for RCMP Information Technology.
3. 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# COC20210224\_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 Monday, March 8, 2021.