



Town of Bonnyville  
"It's Multi-Natural"

**TOWN OF BONNYVILLE**  
**Employment Opportunity**  
**ADMIN SUPPORT III CLERK AT RCMP DETACHMENT - Full Time**

*With over 130 years of tradition and service, the R.C.M.P. is proud of their traditions and are confident in meeting future challenges. The R.C.M.P. is committed to preserving the peace, upholding the law, and providing quality service in partnership with our communities.*

**ESSENTIAL QUALIFICATIONS:**

- Completion of secondary school education.
- Experience providing clerical/administrative support services in an office environment such as typing, filing or reception.
- Strong ability to use reasoning skills to solve problems.
- Ability to follow and apply policies, guidelines and/or directives.
- Must be able to effectively organize, multi-task, and prioritize work.
- Ability to review documents and to make necessary corrections.
- Effective communication both orally and in writing.
- Strong computer skills and an aptitude for learning new programs.
- Must be client service oriented with professional interpersonal relations.
- Initiative, Team Player, Dependability.

**CONDITIONS OF EMPLOYMENT:**

Must pass and maintain Security Clearance.

**ASSET QUALIFICATIONS:**

- Experience in providing information to the general public on federal and provincial statutes.
- Experience in maintaining manual and automated records systems - enters, modifies, and deletes data in systems.
- Experience in providing reception services to members of the public at the counter and on the telephone and completion of occurrence reports.
- Experience in providing administrative support including preparation and typing of reports, correspondence and statements, distribution of mail etc.
- Experience in operating radio equipment and relaying emergency information to police officers.

**WORK ENVIRONMENT:**

The work involves tight deadlines, time pressures, frequent interruptions, conflicting priorities and multiple demands from staff, callers, and visitors. Exposure to high level of office noise and to individuals who may be in trauma or who may be angry/confrontational.

Candidates will be required to complete a timed written computer exercise during the interview process. Successful applicants will be subject to pre-employment Drug and Alcohol Testing.

Applications should be received no later than: February 10, 2023

**Submit resumes to:** Town of Bonnyville  
c/o Human Resources – RCMP Admin Support III  
Bag 1006  
Bonnyville, Alberta  
T9N 2J7  
Fax 780-826-4806 or e-mail [hr@town.bonnyville.ab.ca](mailto:hr@town.bonnyville.ab.ca)

*We thank all applicants for applying but only those selected will be contacted for an interview.*

DM#: 128709