



RCMP Job Posting – Detachment Services Assistant

22 FEBRUARY 2019

RCMP Oromocto is looking for someone that enjoys working with the public and is interested in working as a Detachment Services Assistant at the Royal Canadian Mounted Police (RCMP) Oromocto Detachment. This is a full-time position which has an important role in the daily operations of the Detachment and also provides support services to police officers, other employees, as well as the provision of information and services to the general public.

The duties of this position have a significant confidential component and the incumbent is required to exercise tact, judgment and discretion.

QUALIFICATIONS / SKILLS:

- Successful completion of secondary school education according to provincial/territorial standards.
- Experience providing service to internal or external clients / general public, via telephone, in writing or in person.
- Experience in using spreadsheet and word processing software (i.e. Word, Excel)
- Experience in coordinating various office administrative activities such as: meetings, taking minutes, preparing correspondence, data entry, filing, etc.
- Must possess the ability to work independently, with little or no supervision on assigned projects/ assignments.
- Well-developed written and oral communication skills in both **English and French**.
- Excellent organizational skills.

SALARY/HOURS:

This is a permanent full-time position, Monday – Friday with occasional hours required outside the standard work week. Salary is commensurate with the Salary Administration Policy for Non-Unionized Employees, Level III (\$46,852 - \$58,565).

Please submit a covering letter and resume demonstrating how you have acquired the qualifications for this position no later than 4:00 p.m. on **Friday, 08 March 2019 to:**

RCMP-GRC
Administration, Training and Personnel Coordinator
4 Doyle Drive
Oromocto, NB E2V 2V3

For further information, please contact Sheila Bergeron at (506) 357-4388 or by e-mail at sheila.bergeron@rcmp-grc.gc.ca