



Strathmore

JOB DESCRIPTION

JOB INFORMATION	
Position:	RCMP Watch Clerk
Reports To:	RCMP Municipal Supervisor
Position Type:	<input type="checkbox"/> Full Time Permanent (35 hours) <input checked="" type="checkbox"/> Full Time Permanent (40 hours) <input type="checkbox"/> Part Time Casual <input type="checkbox"/> Part Time Permanent <input type="checkbox"/> Full Time Limited Term (including FT Summer Students) <input type="checkbox"/> Part Time Limited Term (including PT Summer Students)
JOB SUMMARY	
Reporting to the RCMP Municipal Supervisor and Watch Commander, the RCMP Watch Clerk provides operational and clerical support to the RCMP members. The Watch Clerk will possess the ability to work in a demanding environment to effectively manage a variety of police situations.	
ESSENTIAL FUNCTIONS	
Description of the Responsibilities	
<ul style="list-style-type: none">• Use a variety of operational software (PROS, CPIC, JOIN, PAT Collision) in order to support members• Court file preparation (Informations, E-Disclosure)• Monitor CPIC Inbox and respond accordingly• Prepare documents for members, as required• Communicate with other detachment and partner agencies• Monitor radio and manage dispatch duties for members• Assist members with database searches (CPIC, PROS, JOIN, etc.) when they are dispatched to calls• Link and IM all PROS (Police Reporting & Occurrent System) files• Create, review, and submit PAT Collisions• Other administrative duties, as required	
COMPETENCIES AND BEHAVIOURS	
<ul style="list-style-type: none">• Results-oriented with the ability to consistently deliver a high standard of quality, precision work according to standards, procedures, rules, and regulations• Work within and contribute to a proactive team environment; exhibit a high level of self-control and composure when challenged with conflict; be able to accept and provide feedback; and successfully navigate multiple work stimuli• Excellent time management, organizational, and communication skills• Effectively respond to a high volume of inquiries• High degree of accuracy and an eye for detail when preparing documents• Ability to handle sensitive information while maintaining confidentiality• Knowledge of relevant portions of federal, provincial, municipal legislation, statutes, and criminal code• Strong ethics and integrity• Strong decision-making skills and the ability to display good judgment	

REQUIREMENTS, EXPERIENCE, AND EDUCATION

- Must have a minimum Grade 12 education
- Minimum of two (2) years of relevant administrative experience
- Must be able to obtain and maintain an RCMP Enhanced Level Security Clearance. Possessing a current clearance would be an asset.
- Proficient and accurate computer skills
- Knowledge of the RCMP and judicial court and legal systems is highly desirable
- Experience assisting in court related duties, including compilation of legal documents and court briefs is preferred
- Must be able to work variable shifts as per the detachment schedule
- This job is classified as Safety Sensitive and an Essential Service position

Manager Approval:

Name	Signature	Date
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Employee Acceptance:

Name	Signature	Date
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