

DETACHMENT CLERK 1

(Casual, On-call)

The Municipality of North Cowichan (population 30,000) is located in the beautiful Cowichan Valley on Vancouver Island, between Nanaimo and Victoria. Our communities of Chemainus, Crofton, Maple Bay, and the South End including University Village, are home to a multitude of artistic, cultural and outdoor recreational activities. The Municipality provides a stable and varied work environment, competitive pay and benefits, and is ideally situated on Southern Vancouver Island.

The Municipality of North Cowichan invites applications from candidates with the proven skills, qualifications and abilities for the position of Detachment Clerk 1 **on a casual, on-call basis**. This position works out of the Duncan/North Cowichan RCMP detachment.

The successful candidate will perform a variety of clerical functions. Deployment to other duties may be required from time to time. Hours of work for may include 12-hour shifts and involve evening, night and weekend shifts.

Required Skills, Qualifications and Abilities:

1. Completion of Grade 12.
2. Successful completion of formal relevant training (e.g. Applied Business Technology program at Vancouver Island University) and two years' experience in an office environment; or acceptable combination of education, training and experience.
3. Recent clerical experience or other support in a law-enforcement, judicial or legal environment is an asset.
4. Possession and maintenance of a valid Class 5 B.C. Driver's License; a satisfactory current driver's abstract will be required.
5. Advanced skills in a Windows driven network system, including Microsoft Office programs. A minimum keyboard speed of 50 wpm is required.
6. Familiarity with multi-line telephone systems.
7. Effective interpersonal skills and ability to work well with internal and external clients.
8. Demonstrable ability to analyze and process information with high level of accuracy, discretion and attention to detail and maintain strict confidentiality.
9. Demonstrable ability to accept or initiate and effectively prioritize and complete multiple tasks.
10. Independence of judgment and capability of working under minimal supervision.
11. The position may be physically demanding; candidate must be able to successfully perform all duties associated with the position. A medical certificate attesting to suitability for this position may be required.

This is a unionized position (CUPE Local 358) and the collective agreement may be viewed on our website.

Candidates being considered will be required to undergo a comprehensive evaluation of skills, qualifications, and abilities. The successful candidate(s) must pass security clearance levels as established by the RCMP.

To Apply:

Visit the Municipality of North Cowichan Career Portal at www.northcowichan.ca/jobs to apply for this position. Please note that all candidates must apply via the Career Portal; we do not accept resumes via email or hard copy.

Application Deadline:

Applications will be reviewed on a rolling basis beginning Mid-August 2019 until position is filled.