

JOB DESCRIPTION – Detachment Services Assistant – Building Maintenance

Job Title:	Detachment Services Assistant – Building Maintenance	Department:	Administration Department
Department:	Corporate Services	Location:	RCMP Detachment
Level/Salary Range:	\$35.60/hr	Position Type:	CUPE
Reports To:	RCMP Detachment Services Supervisor/Manager	Direct Reports	N/A

Job Description

NATURE AND SCOPE OF WORK:

The RCMP Detachment Services Assistant – Building Maintenance is responsible for providing complex and confidential administrative and clerical support involving the review and processing of documents and services to the RCMP detachment and members of the public. This position also assists with maintaining the security, workplace health and safety and real property management of the detachment in both the Comox Valley Office and the Hornby Island Satellite Office.

This position requires exemplary spelling and punctuation and an excellent command of verbal and written English. You must have the ability to type a minimum of 60 wpm and be proficient in the Microsoft Office suite including working with the outlining tool, tables, advanced formatting and merging. Transcription and related clerical experience are required.

You will be required to obtain and maintain an RCMP enhanced Reliability Security clearance as a condition of ongoing employment, which requires continuous residency in Canada for the previous five years.
****Preference will be given to candidates who already possess RCMP security clearance.**

TYPICAL DUTIES AND RESPONSIBILITIES:

- Act as the detachment’s Unit Security Coordinator:
 - Maintain physical security of buildings, managing access via access cards and key controls
 - Report and investigate Security Events (security incidents, breaches, violations and/or threats)
- Act as Employee Co-chair for the Detachment Workplace Health and Safety Committee
 - Plan meetings, including preparing an agenda and taking minutes
 - Coordinate regular site inspections and testing
- Coordinate maintenance and repairs of detachment property via work order submissions
- Assists in the coordination of informatics, property management and asset projects for the detachment under the direction of the Detachment Services Manager/Supervisor
- Act as a liaison for repairs, maintenance work, property management projects and annual inspections.
- Other Detachment Services clerk duties as required, including:
 - Transcribe police statements from audio/ video recording
 - Process, review and prepare various operational and administrative reports and documentation, including court and legal documents such as subpoenas and summonses
 - Compose, edit and proofread routine and confidential correspondence and ensure consistency with the formatting of reports, tables, forms and other related material
 - Create, amend, and retrieve operational records in various police databases and liaise with various internal and external contacts
 - Research to obtain data by independently carrying out special assignments and projects a directed by the OIC Comox Valley Detachment; makes queries on PRIME, JUSTIN, NCB, LEIP and CPIC computer systems as required

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- Maintain police records / files in accordance with applicable policies, including creation, filing, purging, retention and disposal
- Assist / backfill various RCMP clerk positions during periods of absence or heavy work loads

KNOWLEDGE, SKILLS AND EXPERIENCE:

- Education: Completion of high school, secondary school or GED plus five years of administrative office experience
- Knowledge of Occupational Health and Safety regulations
- Ability to work both independently and in a team environment with minimum supervision
- Ability to exercise independent and sound judgment, discretion and confidentiality, interpret and apply policies, regulations and statutes, in compliance with the Privacy Act and Freedom of Information Act
- Ability to maintain accurate records
- Ability to communicate with courtesy and tact with internal and external clients. This may involve the ability to probe for information to extract detailed information and clarification
- Strong interpersonal, communication, organizational and problem-solving skills
- Analytical and problem-solving skills are required to prioritize work load to meet established deadlines, to provide administrative and operational support, to search out and reference guidelines, policies and procedures
- Ability to address shifting work priorities with strong time-management skills and the ability to effectively multi-task under pressure of heavy workload
- Sound working knowledge of business English and grammar
- Must be able to type rapidly and accurately. Minimum 60 wpm

PREFERRED COMPETENCIES:

- A minimum of two years experience providing administrative support in a policing, legal or emergency services environment.
- Experience working in CPIC, PRIME, TEAM and JUSTIN.
- Advanced working knowledge of RCMP policies, procedures, police and legal terminology and court processes.

WORKING CONDITIONS/JOB ENVIRONMENT:

- Work is conducted in a Police Detachment environment, which can contribute to significant pressures and challenges. In this position, employees may be exposed to disturbing content and graphic materials. A high level of confidentiality is required in performing these duties.
- Long hours in sitting or standing position
- Physical effort is required to lift and carry boxes of equipment/supplies for short periods of time.
- Exposure to standard office equipment and computers
- May be required to work outdoors in inclement weather or in confined spaces for short durations
- Travel to offsite locations, as required

HOURS OF WORK:

- 35 hours per week; Seven (7) hrs per day; Monday - Friday. Daily / hourly schedules may be adjusted based on operational requirements.

Developed By:	RCMP Detachment Services Manager	Date:	May 2025
Updated By:		Date:	