

JOB POSTING



The Town of St. Paul is seeking an **Operational Watch Clerk** for employment at the St. Paul RCMP Detachment. This position will be a permanent full time position that will involve shift work.

- Requirements:**
- English is essential
 - Successful completion of two years of secondary school or an acceptable combination of education, training and/or experience. Proof of education will be required prior to appointment.
 - Experience providing services to internal and/or external clients over the phone, in person and in writing.
 - Experience in the provision of administrative support services including three of the following: data entry, ordering office supplies, filing or processing mail.
 - Experience providing records management services such as indexing, cross-referencing, filing, retrieving, retaining, archiving and/or destroying data.
 - Ability to communicate effectively orally and in writing.
 - Ability to deal effectively with police situations.
 - Ability to work in a stressful environment

Note: Interested persons must meet each essential qualification to be appointed to the position.

- Operational Requirements:**
- Willingness and ability to work in a busy police environment, including exposure to unsettling and/or graphic material
 - Willingness and ability to work overtime as required
 - Willingness and ability to travel for work and/or training purposes using various modes of transportation
 - Willingness and ability to maintain a valid driver's license, or have personal mobility to the degree normally associated with a driver's license

- Conditions of Employment:**
- The successful applicant will have to complete and pass a security screening process. The Town of St. Paul will pay a competitive salary. Details of the compensation package will be discussed during an interview.

Submit resume with cover letter and two references by e-mail to:
Detachment Services Supervisor

Email: Leiha.jackson@rcmp-grc.gc.ca

Competition Closes: January 6, 2022

We thank all applicants; however only those short listed for an interview will be contacted.

PARKS & RECREATION

Outdoor Kinks

Crescent Park
Lagasse Park
Lingin Park
Lions Park
Spring Creek
Skating Oval @ Iron Horse Campground

FINANCE

ANIMAL LICENSE PAY ONLINE

- ONLINE BANKING:**
1. Choose "Town of St. Paul Receivable" as a payee
 2. Choose the Animal ID as your account number for your animal License



BUSINESS LICENSE PAY ONLINE

- Online Banking:**
1. Choose "Town of St. Paul Accounts Receivable" as a payee
 2. Choose your Customer Number as your Account Number



FCSS/LAKELAND RESOURCE CENTRE

CAFFEINATE & EDUCATE

COFFEE TIME FOR SENIORS

TUES & THURS 2-4PM

Enjoy coffee and connection with access to information on programs and resources for seniors. In partnership with Twisted Fork.

\$3
FOR COFFEE & MUFFIN

Twisted Fork
LOCALLY INSPIRED CUISINE

FCSS Family & Community Support Services
Town of St. Paul

FOR DETAILS CALL 780-645-5311