

Job Title	RCMP Receptionist/Clerk (Part Time, Permanent Position)
Department	Community Development – RCMP Detachment
Accountabilities	The Town of Antigonish has an immediate part-time, permanent opening for a Receptionist/Clerk located at the RCMP Detachment in Antigonish. As a member of our team, you will be responsible to perform all aspects of reception at the front desk including dealing with the public by phone and at the counter and providing them with the information they require or determining who can provide the information they require. In addition, you are responsible for receiving and processing criminal records checks and completing electronic and paper filing procedures. You will also be responsible for receiving, distributing, and sending mail. In addition, there may be occasions where you are required to provide supporting information to the By-Law Enforcement Officers. There may occasionally be other routine office functions required.
Skills, Capabilities and Experience	<p>Educational background in office administration is preferred, but an acceptable combination of education, training and/or experience may be considered. Proficiency in Word, PowerPoint and Excel are required. Capacity to be trained on RCMP systems may be required. Proficiency in English language is required.</p> <p>RCMP Criminal Record Check and ability to achieve an RCMP Enhanced Reliability Security Clearance are required for this job.</p>
Salary and Hours	Hours of work are 20 hours per week, schedule to be determined. Salary is competitive.
Reporting To	Director of Community Development for the Town of Antigonish and the RCMP Detachment Officer in Charge
Posting Date	June 4, 2021
Closing Date	June 18, 2021
Application	<p>Please submit your cover letter and resume outlining your interest and qualifications for this position via email by 4:00pm June 18, 2021, with attention to:</p> <p>Dianne Wilson, Deputy Clerk dwilson@townofantigonish.ca</p> <p>In the subject line of your email please indicate, "RCMP Receptionist/Clerk Application."</p> <p>If you have any questions about the position, please inquire via email.</p>