



JOB DESCRIPTION

TITLE: POLICE SUPPORT CLERK

DEPARTMENT: Police Support Services

LEVEL: 7

Position Last Evaluated: Dec 2014

Job Desc. Last Updated: Jun 2019

JOB SUMMARY

Under the supervision of the Manager, Police Support Services, the incumbent provides administrative, financial, and clerical support to the Finance, Fleet, and Administrative Sections, and to the Joint Occupational Health & Safety Committee of the Nanaimo RCMP Detachment.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Provides confidential administrative and clerical support to Police Support Services, including reception for the Finance and Administrative Sections, filing, processing employee timesheets, employee shift scheduling, and correspondence.
2. Reconciles and approves daily cash collection batches processed on the City Tempest system. Prepares City cash deposits for courier pick-up and forwards appropriate documents to the City Finance Department.
3. Processes purchase requisitions and goods receipts in the City SAP system for various purchases of goods or services. Codes invoices for payment and matches receipts to monthly credit card statements for City purchasing cards.
4. Processes payments for various accounts and expense claims, and compiles master expense claims. Verifies and processes federal accounts payable and receivables, prints reports from "TEAM" (Total Expenditure and Asset Management) accounting system for the RCMP.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

5. Deposits monies to the Receiver General for Canada and the Province of BC accounts and ensures appropriate documentation is completed and forwarded to "E" Division Headquarters for processing.
6. Performs inventory of supplies required for Police Services and City Cellblock, orders food for prisoners, janitorial supplies, office furniture and equipment, stationery, kit and clothing for RCMP members and other specialized RCMP equipment.
7. Schedules meetings, prepares agendas, and acts as recording secretary for the Police Joint Occupational Health & Safety Committee and the support staff monthly meeting.
8. Works with the Police Fleet Coordinator to ensure the administration for the detachment's fleet is kept up-to-date including the ARI network, spreadsheets, and information white boards. Liaises with E Division Post Garage for the purchase of or disposal of vehicles.
9. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of business English, spelling, punctuation, office procedures and equipment.

Sound working knowledge of the structure of the RCMP and its relationship with other federal and provincial departments and municipal administration and City and RCMP Regulations, policies, and procedures.

Ability to comprehend and carry out written and oral instructions and maintain accurate and complete files and records.

Ability to establish and maintain effective working relationships with a variety of internal and external contacts and provide information and assistance.

Ability to exercise independent judgment and action, and work with minimum supervision.

Ability to communicate with courtesy and tact in order to obtain and/or distribute routine data or information to internal and external customers. This may involve the ability to probe for information and clarification.

Ability to plan, prioritize, and organize.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.

Ability to process confidential material with discretion and to exercise sound judgment in making decisions in accordance with regulations, policies, and procedures.

Ability to work under pressure due to the frequency of interruptions.

Proficient computer skills in word processing programs (such as Word), in spreadsheet programs (such as Excel), in RCMP computer databases, and Municipal computer programs (such as Tempest, SAP).

Minimum typing speed of 50 wpm.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

A minimum 6 month Office Administration training program at an accredited educational institution (e.g. VIU or Spratt Shaw).

A minimum of 1 year of clerical experience.

Or an equivalent combination of education and experience.

Attainment and maintenance of RCMP Reliability/Security Clearance is mandatory.

GENERAL STANDARDS

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.