



MOUNTAINS OF OPPORTUNITY

CRANBROOK

JOB POSTING

RCMP Exhibit Custodian

POSITION

POSTING

25-23

POSTING TYPE

Internal

POSITION TYPE

Full-time

HOURS OF WORK

35-hour work week, as per schedule

DEPARTMENT **RCMP**

HOURLY RATE \$38.9156 to 40.7418 per hour, Pay Grade 7 – Schedule “A” Inside Employees

POSITION SUMMARY

Reporting to the RCMP Municipal Operations Manager, the Exhibits Custodian Clerk processes and controls all detachment exhibits and performs a variety of other related functions as directed. The position provides support and occasional backup for various administration positions within the detachment.

ESSENTIAL QUALIFICATIONS

EDUCATION

- Grade 12 Diploma or GED
- Office Administration Certificate, or equivalent

EXPERIENCE

Minimum three (3) years' related office experience including:

- Data entry
- Word processing
- Law enforcement procedures

LICENSES / CERTIFICATES

- Valid Class five (5) BC Driver's License
- Canadian Firearms Safety Course (CFSC)
- Canadian Restricted Firearms Safety Course (CRFSC)

SPECIFIC SKILLS

- Accurate and efficient written/keyboarding skills
- Sound knowledge of general office practices/procedures and law enforcement procedures/policies
- Knowledge of safe handling of firearms
- Demonstrated ability to prepare and maintain accurate and complete documents, forms, and records
- Ability to understand and operate RCMP computer systems and programs
- Excellent verbal and written communication skills
- Good organizational and time management skills
- Demonstrated ability to exercise considerable tact, courtesy and diplomacy when dealing with members of the public, other agencies and staff

SPECIAL REQUIREMENTS

- Enhanced Security Clearance is required
- High degree of initiative, integrity and sound judgement
- Demonstrated ability to work with minimal supervision
- Ability to maintain confidentiality

CLOSING DATE **4/21/2025, 4:00pm (MT)**

Interested applicants are requested to submit a covering letter and resume to:

Human Resources

City of Cranbrook

40 – 10th Avenue South, Cranbrook, BC V1C 2M8

E-mail: human.resources@cranbrook.ca (Submissions in Word or .pdf format only)

We express our appreciation to all applicants for their interest in this position, however only candidates selected for an interview will be contacted.

This position is covered under the Collective Agreement between the City of Cranbrook and C.U.P.E. Local 2090 – Cranbrook Inside/Outside Workers.

The City of Cranbrook

The City of Cranbrook is in the southeast corner of British Columbia amongst the majestic Rockies and Purcell mountains, near Alberta and the Canada/USA border. With a population of approximately 20,000, Cranbrook is the largest community in the East Kootenay. Known as the “Basecamp of the Kootenays”, Cranbrook provides an inviting lifestyle in a beautiful setting that has made our City a welcoming and growing place in which to live, work and play.

Diversity, Equity, and Inclusion

This Policy provides the foundation for Diversity, Equity, and Inclusion (“DEI”) at the City of Cranbrook to ensure a safe, respectful, and inclusive community and workplace. The City of Cranbrook will work towards becoming a community that supports and fosters a diversity of perspectives and provides equal opportunities for its residents. The aim is for the City to provide programs and services that meet the diverse needs of the community. The City of Cranbrook is equally committed to an inclusive workplace that welcomes, respects, and values a diverse workforce that reflects the qualities and differences of the broader population it serves.

Policy No. 50-15