



# THE TOWN OF SWAN RIVER

PHONE (204) 734-4586 FAX (204) 734-5166  
BOX 879 SWAN RIVER, MANITOBA R0L 1Z0

## Job Opening – RCMP Clerk

### Serve Your Community, Grow Your Career.

Join the Swan River RCMP Detachment as an RCMP Clerk and play a vital role in supporting public safety while making a meaningful contribution to the community. As a key member of the detachment, you will work in a fast-paced and dynamic environment alongside the Detachment Commander, police officers, and other administrative assistants. This role supports an organization that values teamwork, confidentiality, efficiency, community engagement, and the delivery of exceptional public service.

### The qualifications of this position include but are not limited to:

- Successful completion of Grade XII or an equivalent.
- Preferred - Two years of experience in an Administrative or Clerical Setting.
- Preferred - Certification or Diploma in **Business Administration** or related field.
- *Candidates who have education, training, and/or lived experience equivalent to the essential qualifications listed above may be considered.*

### Job Conditions

- Must successfully pass a security clearance by the RCMP and complete mandatory training in Winnipeg (expenses covered).
- Hours: 35-hour work week (Monday-Friday)
- The role involves regular exposure to police and public safety work environment.

### Skills:

- Demonstrated ability to handle confidential and sensitive information with discretion and integrity.
- Proficiency in Microsoft Office applications, including Word and Excel, with the ability to work efficiently with accounting software and databases.
- Strong organizational skills with a high level of attention to detail and accuracy in a fast-paced environment.
- Proven customer service skills and the interpersonal skills to resolve conflicts.

### Typical duties include:

- Performing clerical and administrative tasks, including accurate data entry.
- Providing courteous and professional customer service.
- Conducting data searches and retrieving information from internal databases and records.
- Other related duties as assigned.

### What we offer:

- Unionized Position with CUPE Local 851.
- Wages: Starting: \$23.18; after 2 years: \$31.94 (as per Union Contract)
- Competitive benefits package including Dental and Health benefits.

### **Position is open until filled.**

Any questions can be directed to Executive Assistant Uriah Waldner (ph: 204-734-4586 ext. 207) Email: [uwaldner@townsr.ca](mailto:uwaldner@townsr.ca)

439 Main St. - Box 879  
Swan River, MB, R0L1Z0

Only applicants receiving an interview will be contacted.