



# CITY OF BRANDON

# CAREER

# OPPORTUNITIES

**WE ARE NOW ACCEPTING APPLICATIONS FOR:**

## **Clerical Front Desk Attendants – Casual Position(s)**

### **City of Brandon Police Services**

**NOTE:** *This posting is for a part-time casual position however this is the entry point for permanent clerical support in the Brandon Police Service and will potentially lead to full-time opportunities. More than one position may be filled from this competition.*

The Clerical Front Desk Attendant receives calls and provides service to visitors at the Police Service. The incumbent also performs clerical and other duties as required, including data entry and completing and distributing reports.

#### **Qualifications**

- ✓ Grade 12, G.E.D., or Mature High School Diploma (mandatory);
- ✓ Post-secondary certification in office or business administration or related field (preferred);
- ✓ Must attain and maintain certification in police related systems as required;
- ✓ Keyboarding speed of 50 w.p.m.;
- ✓ Proficient use and care of computer and other office equipment, operating systems, word processing and database software;
- ✓ Ability to operate a multi-line switchboard;
- ✓ Ability to deal with stressful situations common to the Police Service;
- ✓ Ability to communicate effectively with others and to answer enquiries with accuracy, courtesy, tact and discretion;
- ✓ Ability to speak in a clear, audible voice;
- ✓ Ability to demonstrate an extensive knowledge of city geography;
- ✓ Ability to exercise initiative to work with minimal supervision.

#### **Conditions of Employment**

- ✓ Must pass police security clearance (background and criminal records checks);
- ✓ Must maintain confidentiality standards in accordance with the Police Service Oath, Freedom of Information and Protection of Privacy Act and Personal Health Information Act.

#### **POSITION NOTES:**

- Hours of work vary in accordance with the collective agreement and do include evening and weekend shifts;
- Part-time Clerical FDAs must be available for minimum 1 shift per week;
- Applications will be accepted and reviewed on an on-going basis;
- Applicants will be contacted for testing and interviews on an on-going basis;
- More than one position may be filled from this competition.

**Rate of Pay: \$18.68 – 20.35 per hour (2011 Rates)**

Please apply online at  
<http://jobbank.brandon.ca>

**Competition #2011-0049**

This competition is open to all applicants. Please see the Applicant Handbook on our website for more details regarding duties, responsibilities and qualifications.

<http://jobbank.brandon.ca/>