

The Town of Hinton is seeking skilled and ambitious individuals for the following two (2) positions:

RCMP DETACHMENT CLERK (Perm. F/T)
COMPETITION #10-25

Under the general supervision of the Detachment Commander or designate, the Detachment Clerk will assist the R.C.M.P. in the efficient administration of serving and meeting the public needs in regards to information, complaints, and emergency assistance. This person will perform clerical duties in support of customer service, victims and the administration staff.

Required Qualifications:

- Minimum academic achievement of Grade 12
- Excellent secretarial, clerical, and communication skills. (Both verbal and written)
- Must obtain R.C.M.P. Enhanced Operational level security clearance
- Certified in CPIC, PROS, PIRS software programs.

Position Details:

- This is a permanent full-time position.
- Start Date – August 16, 2010
- CEP Local 855 2010 Wage Rate - \$21.13 – \$23.05

To view a complete job description visit www.hinton.ca.

Please submit resumes/applications quoting **Competition #10-25** by 4:00 p.m. July 28th, 2010 to the address below. The competition will remain open until the position has been filled.

RCMP DETACHMENT CLERK
(One year term position, may lead to full time)
COMPETITION #10-26

Required Qualifications:

- Same as above position

Position Details:

- This is a one year term position. This position may lead to a permanent full time position after one year.
- Start Date – Immediately
- CEP Local 855 2010 Hourly Rate - \$21.13 – \$23.05

To view a complete job description visit www.hinton.ca.

Please submit resumes/applications quoting **Competition #10-26** by 4:00 p.m. July 28th, 2010 to the address below. The competition will remain open until the position has been filled.

Gordie Lee
Human Resources Manager - Town of Hinton
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We thank all applicants for their interest; however only candidates selected for an interview will be contacted. The personal information obtained as a result of this advertisement will be utilized for employment opportunities only and are subject to compliance with the Freedom of Information and Protection of Privacy Act.