



GC (Government of Canada) Jobs

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Detachment Services Assistant

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Reference number: RCM22J-030582-000028

Selection process number: 22-RCM-EA-P-M-OLDC-DTACH-107920

Royal Canadian Mounted Police
Old Crow (Yukon)
CR-05 - SP-CK-05

\$55,543 to \$60,130 (Plus Additional Isolated Post Allowances)

For further information on the organization, please visit [Royal Canadian Mounted Police](#)

<http://http://Canada.ca/pension-benefits>

Closing date: 14 August 2022 - 23:59, Pacific Time

Who can apply: Persons employed or residing in the Northern Yukon Region.

[**Apply online**](#)

Important messages

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please use the Contact information below to request specialized accommodation. All information received in relation to accommodation will be kept confidential.

[Assessment accommodation](#)

Old Crow is classified as an Isolated Post. As such, the successful candidate must meet all the conditions under the Isolated Posts and Government Housing Directive prior to appointment. In addition, the successful candidate will be entitled to an Isolated Post

Allowance.

Important financial information:

- Isolated Post Allowances (Northern Allowance) for Old Crow ranges from approximately \$25,027 to \$41,711, which is based on if the employee has dependents.
- Vacation Travel Assistance is provided once a year for Old Crow of approximately \$1446 for each eligible member of the household.

Intent of the process

This process will be used to staff an indeterminate part time position.

Should a Civilian Member (CM) be found qualified and selected for appointment, the appointment will not result in a change of status to the Public Service (PS) category for the CM. Information regarding the CM appointment will be sent to all applicable candidates who are within the area of selection and participated in the advertised process.

Positions to be filled: 1

Information you must provide

Your résumé.

In order to be considered, your application must clearly explain how you meet the following (essential qualifications)

Successful completion of two years of secondary school or an acceptable combination of education, training or experience.

*Two years of secondary school is typically completion of grade ten.

Degree equivalency

Experience performing general clerical duties including records management (electronic and paper) and typing.

Experience using word processing software, such as MS Word for Windows.

Experience providing assistance to the general public and clients.

Ability to communicate effectively in writing.

If you possess any of the following, your application must also clearly explain how you meet it (other qualifications)

Experience in using the PROS (Police Reporting Occurrence System) database.
Experience in providing operational or administrative support in a policing environment.
Experience in providing records management services such as indexing, cross referencing, filing, retrieving, retention, archiving or destroying data.
Ability to transcribe recorded statements in English.

The following will be applied / assessed at a later date (essential for the job)

English essential

Information on language requirements

Knowledge of general office practices and procedures.

Dependability

Initiative

Thoroughness

Judgement

Ability to manage multiple priorities and deadlines.
Ability to deal effectively with challenging situations.
Ability to communicate effectively orally.

The following may be applied / assessed at a later date (may be needed for the job)

Willing and able to work in a busy police environment, including exposure to unsettling and/or graphic material.

Willingness and ability to work overtime, as required.

Conditions of employment

Security Clearance: Royal Canadian Mounted Police Enhanced Reliability Status

Some positions being staffed require willingness and ability to travel

All positions being staffed require Isolated Post Medical Clearance.

Other information

The Public Service of Canada is committed to building a skilled and diverse workforce that reflects the Canadians we serve. We promote employment equity and encourage you to indicate if you belong to one of the designated groups when you apply.

[Information on employment equity](#)

Preference

Preference will be given to veterans first and then to Canadian citizens and permanent residents, with the exception of a job located in Nunavut, where Nunavut Inuit will be appointed first.

[Information on the preference to veterans](#)

We thank all those who apply. Only those selected for further consideration will be contacted.

Contact information

Anneliese Behrmann

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[Apply online](#)

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2021-08-10