

WE ARE NOW ACCEPTING APPLICATIONS FOR:

Clerical Front Desk Attendant (CFDA)

Brandon Police Service

(More than one position may be filled)

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 40 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.

Competition #200069

Please apply with a cover letter and resume on-line at:
<http://jobbank.brandon.ca/>

This opportunity is open to all applicants; please see the Application Information Package on the City of Brandon website for more details regarding duties, responsibilities and qualifications.

Posted on: December 8, 2020

Applications will be accepted until **11:59 p.m. on December 22, 2020.**

The selection process for this competition will include testing and an interview.

Rate of Pay:

\$24.32 – \$29.22 hourly (2021 Rates)

Position Notes:

Hours of work vary in accordance with the collective agreement and do include 12 hour shifts providing coverage 24 hours per day, 7 days per week.

For complete position details and requirements, see the Job Description on the City of Brandon website.

The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation.

Serving and Building Community.