

## **Municipal Employee Policing Clerk**

Under the direction of the St-Pierre-Jolys RCMP Detachment, the Municipal Employee Policing Clerk provides administrative support to the St-Pierre-Jolys RCMP detachment.

### Duties:

- Serves as a recognizable voice for community policing services in Niverville and an entry point for accessing RCMP services.
- Serves as a resource person:
  - Compiles list of policing programs and makes information available to public;
  - In conjunction with the detachment commander or delegate Promotes RCMP (endorsed/sponsored) policing programs through literature/community web distribution; and
  - Over time, is able to assist in identifying the community's policing needs and assists Council and the RCMP in developing proactive programs.
- Provide administrative support to the St-Pierre-Jolys Detachment for policing services primarily for Niverville with secondary support to neighbouring communities within the St-Pierre-Jolys detachment area.
- Act as a support to the St-Pierre-Jolys Detachment with transcription duties when the primary transcription staff is unable to temporarily meet the workload demands.
- Assists where appropriate with RCMP endorsed/sponsored local community crime prevention initiatives.
- Receives, creates and provides information as necessary in relation to complaints and reports from the public, either in person or telephone in consultation with the St-Pierre-Jolys unit commander or delegate.
- Responsible for initiating and creating files, dispatching the necessary information to on duty RCMP officers in response to a call for service, maintaining databases, conducting CR checks, completion of Traffic Accident Reports.
- Responsible for the collection and processing of funds associated to certain duties, such as Criminal Record checks.
- As an Information Manager, conducts quality assurance reviews and correction of data entered onto PROS. This is a continuous process to ensure quality data collection.
- Provides administrative support during emerging Policing issues as they may develop within Niverville as directed.
- As a municipal employee complies with all employee policies issued by the Town of Niverville. When policies may conflict with the RCMP, matter is referred to the CAO and the detachment commander for resolution.
- Performs other related duties as requested by the detachment commander or Niverville in consultation with the detachment commander.