



CLERK TYPIST II

COMPETITION: #2318-50012458

STATUS: Temporary full-time
DURATION: Until August 25, 2023 (*Assignment may be extended or reduced for operational reasons or due to circumstances that could not be foreseen at the time of posting*)
SECTION: Records Management Unit, Information Management Section
HOURS OF WORK: 4-day compressed workweek – 7:00 a.m. to 4:00 p.m.
SALARY: Pay Grade 13 - \$24.88 to \$29.13 per hour
COMPETITION END DATE: Friday, March 24, 2023

Responsible for providing administrative support to the Information Management Section.

ESSENTIAL DUTIES

- Enters *Motor Vehicle Act*, municipal bylaw, provincial and federal offence tickets into PRIME
- Receives file requests and releases copies of police reports to internal customers
- Scans file attachments into PRIME as per unit policy
- Sorts and files a variety of standard office records
- Answers general telephone inquiries
- Sorts and delivers mail for the Information Management Section
- Maintains stationary supplies
- Assists with the maintenance of all files within the section
- Provides coverage in the mailroom as required
- Other related duties and responsibilities as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Required:

- Ability to operate common office equipment
- Ability to pay attention to detail and ability to input data accurately
- Good organizational skills and ability to multi-task
- Ability to maintain effective working relationships in a team environment

Preferred:

- Working knowledge of PRIME/Versadex

EXPERIENCE

- Experience working in a police environment

EDUCATION

- Grade 12

OTHER REQUIREMENT(S)

- Minimum keyboarding skills of 45 wpm and 6000 key strokes for data entry
- Proficiency in Microsoft Word and Excel (test score of 70% or higher)
- Canadian citizenship or Permanent Resident status
- An enhanced security clearance is required and must be maintained throughout employment
- This position falls under the jurisdiction of Teamsters Local 31. Successful applicant must become a member of the Union. A one-time initiation fee will be deducted over a series of pay periods and monthly dues will be deducted as well.



SELECTION PROCESS

Short-listed applicants must pass standard clerical testing prior to moving on to the interview stage. The testing consists of four tests:

- Typing – 45 wpm minimum
- Excel (Basic)
- Word (Basic)
- Data Entry – 6000 kph

Applicants should submit a resume via email to vpd.civilian.jobs@vpd.ca by 4:30 p.m. of the closing date. **The competition number must be indicated on the subject line in the email.**