



EMPLOYMENT OPPORTUNITY

OUR MISSION

To strive for excellence by displaying the highest level of integrity and dedication towards the residents of the City of Bathurst and its stakeholders while demonstrating resourcefulness that allows for respect, creativity, and innovation.

The City of Bathurst is now accepting applications for the following position:

CLERICAL CLERK-POLICE TEMPORARY COVERING AN INDETERMINATE PERIOD

Competition # 2024-IW-EI-034

POSITION SUMMARY:

Responsible for general secretarial functions for the police Department including but not limited to entering data in PORS (Police Operational Retrieval System) typing filing, court work and completion of required reports.

REQUIRED QUALIFICATIONS:

- Secondary-level diploma or equivalent, with one year secretarial program/related courses. An equivalent combination of work experience and training will be considered;
- Minimum of one to three years of experience in a similar environment;
- Be able to obtain and maintain the required level of municipal security clearance as required;
- Computer skills – Microsoft Word and Excel and have a high proficiency for new technologies;
- Bilingual, English and French (spoken and written).

SHIFTS:

- Monday to Friday 8 a.m. to 4 p.m. (40 hours/week).

WAGES:

- \$31,91 per hour in accordance with the Collective Agreement.

The City of Bathurst supports and encourages diversity, equity, and inclusion by providing a welcoming and respectful workplace for all.

Interested and qualified candidates are invited to submit their resume (in confidence) on or before Monday December 2, 2024 to:

Human Resources Department
150 St. George Street
Bathurst NB
E2A 1B5
Fax: (506) 548-0093
E-mail: jobs@bathurst.ca

The City of Bathurst thanks all those who apply, however, only those selected for an interview will be contacted. Your resume will be kept on file for a period of 6 months for future considerations.