

Prince Albert Police Service Employment Opportunity

Front Desk/Reception

The Prince Albert Police Service is inviting applications from qualified persons for the casual position of Front Desk/Reception. This casual position will be Monday to Friday assisting with operations in our front office. Hours of work are approximately 35 hours per week. Tasks will include but not limited to assisting the public by providing information and services; completing reports; processing Criminal Record checks, and other data entry.

Qualifications and skills the successful candidate will bring to the position include:

- Grade 12 or equivalent
- Permanent residence status
- Strong customer service skills
- Attention to detail and accuracy of work is essential
- Good working knowledge of computer systems.
- Ability to deal with confidential information in a professional manner.
- Ability to work independently and organize workload in a multi-task environment.
- Exceptional verbal and written communication skills are essential.
- Previous police or justice experience would be an asset.

WAGE \$17.12

Qualified persons are invited to submit a detailed resume indicating education, experience and references by **Friday January 22, 2018**

As part of the hiring process candidates are required to go through a security screening process



**Chief of Police
Prince Albert Police Service
45 15th Street West
Prince Albert, SK S6V 3P4**

Apply on line: <http://citypa.ca/City-Hall/Job-Opportunities>

Web site: www.papolice.ca

FAX: 306-953-4239

*The City of Prince Albert is committed to employment equity and encourages applications from all qualified candidates including Aboriginal People, persons with disabilities, members of visible minorities and women
We thank all applicants; however only candidates interviewed will be contacted.*