

Position Description

Position Title: Police Services Executive Assistant
Department: Police Services
Last Updated: October 2021

where it all happens.

Summary

The Police Services Executive Assistant provides direct executive administration to the Officer in Charge (OIC).

Key Accountabilities

Executive Administration

- Provides administration support to the OIC, including drafting and reviewing correspondence for internal and external audiences on behalf of the OIC
- Acts as first point of contact in the OIC's office and ensures messages are passed on where appropriate, or otherwise referred to the proper authority
- Maintains the OIC's PRIME queue and performs PRIME duties in relation to sensitive files
- Maintains authorization to classify files as private in PRIME, ensuring that these files are kept up to date and in compliance with the law/PRIME protocol
- Creates and maintains sensitive files relating to performance, conduct and public complaints
- Creates and maintains private, confidential operational files stored in the OIC safe
- Supports the coordination and management of security clearances and liaises with RCMP security units on physical and personnel security matters
- Maintains and manages RCMP member personnel files
- Coordinates the scheduling of appointments and tasks for the OIC
- Coordinates the completion, monitoring and reporting of various projects on behalf of the OIC
- Organizes and participates in various internal and external meetings as required
- Organizes and distributes operational equipment to regular members as required
- Participates in special projects as required by the OIC
- Liaises and collaborates with stakeholders within and outside the RCMP on a variety of matters
- May act as the Police Services Records Supervisor as required

Qualifications

- Post-secondary degree in Business Administration or Criminology or related field, plus five (5) years' experience in administrative services, preferably in a police or related environment (or an equivalent combination of education and experience)
- Ability to obtain and maintain RCMP Enhanced Reliability Security Clearance
- Knowledge and experience with executive administration and office administration practices
- Strong written communications skills including demonstrated writing and editing skills

- Strong interpersonal skills and the ability to effectively communicate with all levels of internal and external contacts
- Well-developed time management, planning, organizing, and problem-solving skills
- Ability to manage confidential and sensitive issues and materials with discretion
- Ability to exercise sound judgement with minimal supervision when making decisions
- Ability to initiate and implement business improvement practices
- Ability to prepare and analyse statistical data, prepare reports and presentations
- Ability to manage confidential and sensitive issues and materials with discretion and exercise sound judgement in making decisions
- Ability to work with minimal supervision and exercise independent action and judgment in daily work
- A commitment to continuous improvement and life-long learning
- A team player with a strong work ethic
- A sense of humour and the ability to take your work seriously, but not yourself