



## Administrative Assistant (Clerk III) – Edmonton Police Commission

The Edmonton Police Commission (“**EPC**”) is responsible for civilian oversight of the Edmonton Police Service ensuring effective and efficient policing for the citizens of Edmonton. The EPC is seeking a motivated permanent part-time administrative professional to join our team.

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**Classification:** Administrative Assistant (Clerk III)

**Opportunity:** One (1) Permanent Part-Time (22.5 hours per week)

**Salary Range:** \$25.44 - \$31.90 / hour

**Posting Date:** January 8, 2019

**Closing Date:** 2359h on January 18, 2019

**Union:** Out of Scope

**Work Location:** #1803 Scotia Place, Tower II, 10060 Jasper Ave, Edmonton, AB T5J 3R8

### **Position Description:**

The EPC requires an individual to provide administrative support to Commissioners and staff. Responsibilities of this position include:

- Assisting in preparing for EPC meetings by following up on status reports, preparing agendas and recording, transcribing and distributing minutes.
- Drafting correspondence and emails, ensuring they are in the proper format, grammatically correct and convey the appropriate information.
- Handling expense accounts and billing processes for the EPC.
- Greeting visitors and responding to incoming calls from the public and various authorities and providing referral assistance as required.
- Coordinating Commissioner and staff attendance at conferences, training/professional development and some special event planning.
- Basic office management, such as filing and ordering supplies.
- Performing other related duties as required.

## **Qualifications:**

- Completion of high school with preference given to applicants with an appropriate secretarial certificate program from an approved business school/college.
- Minimum of three (3) years of progressively responsible and diversified office and secretarial experience, including experience in Word and information processing.
- Proficiency in Microsoft Office Suite with particular emphasis on Word, Excel and Outlook.
- Experience in taking and preparing formal minutes of meetings is an asset.
- Knowledge of SAP is an asset.
- Able to work with minimal supervision and with a variety of people.
- Able to set priorities while dealing with a wide variety of concurrent tasks.
- Strong customer service, written and verbal communication, and interpersonal skills.
- THE EDMONTON POLICE SERVICE WILL CONDUCT AN ENHANCED SECURITY CLEARANCE ON THE CANDIDATE SELECTED FOR THE POSITION.

## **Application**

Please send your resume, and covering letter if you desire, in confidence to [police.commission@edmontonpolice.ca](mailto:police.commission@edmontonpolice.ca) attention Mr. Justin Krikler – Executive Director. Please indicate in the subject line “**Administrative Professional Application**”.

The EPC thanks all applicants for their interest in the opportunity; however, only those considered for the position will be contacted.