

Employment Opportunity: Detachment Services Assistant



The Town of Wolfville is inviting applications for a full-time, permanent Detachment Services Assistant to work in the Town's RCMP office. This is a municipal position providing administrative and operational support to police officers and information and customer services to the public. This position reports to the Detachment Sergeant.

The successful candidate will be a collaborative team member who can work well in a small office environment, oftentimes on their own. They will be a result oriented, hands-on individual who works to support the detachment, with superior customer services skills. Someone who can work independently, manage multiple priorities and work with various types of personalities is required. It is essential that you can work well under pressure, providing confidential and professional support and have excellent time management and organizational skills.

The position will interact with RCMP officers, court officials, Town staff and members of the public. Excellent administrative skills, oral and written communication skills, are essential for this role.

Resume with a cover letter will be accepted up **until Friday February 14, 2025 at 4pm** to be submitted by email to bcleveland@wolfville.ca

Please include Detachment Services Assistant in the subject line.

A full job description is available on request and all applicants are thanked for their interest, however, only those who are selected for an interview will be contacted.

The Town of Wolfville is committed to providing a healthy, safe and supportive workplace where diversity is valued and where everyone is treated with respect and dignity.

The Town of Wolfville welcomes and encourages applications from Black, racialized and Indigenous Peoples, 2SLGBTQ+, newcomers to Canada, and People with Disabilities.

If you are a member of a group that has been historically excluded from opportunities, we encourage you to self-identify in your cover letter or resume and to share your pronouns.

If you require any accommodation to support submitting your application or navigating the process, or if you would like to start a conversation about employment opportunities, please reach out to the Manager of Administration & Town Clerk, Laura Morrison, lmorrison@wolfville.ca

For more information on the Town of Wolfville visit our website at www.wolfville.ca

