



RCMP DETACHMENT SERVICES ASSISTANT

The Town of Oromocto, in partnership with the RCMP Oromocto Detachment, is seeking a highly organized and customer-focused professional to join our team as an **RCMP Detachment Services Assistant**.

In this dynamic role, you'll serve as an important link between the public and local policing services while supporting the day-to-day operations of the Oromocto RCMP Detachment.

As a key member of the team, you'll provide responsive customer service, administrative expertise, and operational support that helps keep the Detachment running efficiently and effectively.

In your role, you'll exercise sound judgment, discretion, and tact when handling sensitive information and interacting with individuals from diverse backgrounds and circumstances.

What You'll Do

As the RCMP Detachment Services Assistant, you'll play an important role in supporting both the public and Detachment operations by:

- Responding to public enquiries, complaints, and requests for information and services
- Providing professional and respectful client service to individuals from a wide range of backgrounds and circumstances
- Assisting with the resolution of concerns through effective communication, problem-solving, and sound judgment
- Providing administrative support to frontline police officers and civilian staff
- Maintaining office and detachment supply inventories
- Operating police communication and information systems, including PROS, CPIC, TEAM, and other specialized software
- Supporting the efficient day-to-day operation of the Detachment through a variety of administrative and operational tasks

What Makes You a Great Fit

We're looking for a service-oriented professional who thrives in a fast-paced environment and brings strong administrative, organizational, and communication skills.

- Degree in Business, diploma in Office Administration, or an equivalent combination of education, training, and related experience
- Minimum five years of related administrative experience
- Experience delivering exceptional service to the public, clients, and internal stakeholders
- Ability to remain calm, professional, and effective in stressful or sensitive situations
- Strong verbal and written communication skills in English; French proficiency is considered an asset
- Proficiency with Microsoft Office applications, including Word and Excel
- Strong organizational, multitasking, and time-management skills
- Ability to work independently and manage changing priorities and deadlines
- Experience coordinating meetings, preparing correspondence, maintaining records, and performing data entry

- Knowledge of municipal administration, relevant legislation, and police-related processes would be considered an asset
- **The successful candidate will require a Government of Canada Reliability Status security clearance (RCMP).**

What's in It for You?

At the Town of Oromocto, you'll find meaningful work, competitive compensation, opportunities for professional growth, and the chance to make a positive impact in the community you serve.

- Competitive Salary: \$47,906 - \$59,883 (Pay Band 2)
- Permanent full-time position
- Monday to Friday schedule, with occasional hours outside the regular work week as required
- Paid vacation starting at 1.25 days per month
- Paid sick leave at 1.5 days per month
- Defined Benefit Pension Plan
- Comprehensive health and wellness benefits or a benefit allowance
- Professional development and training opportunities
- Employee and Family Assistance Program (EFAP)

Why Oromocto?

Build your career in a community where your work makes a difference every day. Oromocto offers the opportunity to serve a growing and vibrant municipality while enjoying an exceptional quality of life.

Located in New Brunswick's Capital Region and home to Canadian Forces Base Gagetown, Oromocto combines the convenience of a well-serviced urban centre with the warmth of a close-knit community. Surrounded by scenic trails, parks, rivers, and recreational amenities, it's a place where work-life balance comes naturally.

Just minutes from the Fredericton International Airport, 15 minutes from Fredericton, and an hour from Saint John, Oromocto provides easy access to regional services, entertainment, and travel while maintaining a strong sense of community.

How to Apply

The Town of Oromocto is committed to building a diverse and inclusive workforce and encourages applications from qualified candidates of all backgrounds.

Applicants are invited to submit their resume and a cover letter **by November 8, 2026 to HR@oromocto.ca**.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. This competition may be used to fill future vacancies.